

Quaker Life Council Meeting Agenda
Meeting Date: Saturday, 12 March 2016

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Agenda

11:00 am – 2:00 pm

11:00 am: Worship

11:05 am: Introductions & Check-ins

11:15 am: Approval of the Agenda & March 3rd Minutes

11:30 am: QLC Mini-Training: How we work best in Committees

11:45 am: Committee “Get to know you” and Discernment about Charges

12:45 pm: Break

1:00 pm: Laying down Sprints/Transfer of Work to Committees

1:30 pm: Update PYM Minutes Approval Process

1:55 pm: Closing Worship

Present: Cate Marion, Jim Herr, Kate Bregman, Bryn Hammarstrom, Lane Taylor, George Rubin, Gray Goodman, Tom Hughes, Pamela Draper

Ex-Officio: Penny Colgan-Davis

Regrets:

Worship; Members began the meeting with a period of worship.

Introductions & Check-ins: Members introduced themselves and spoke about upcoming March sessions and events in their lives. Shani Taylor has stepped down from the QLC.

Approval of the Agenda & March 3rd Minutes:

1. Friends approved of the Agenda for March 12th.
2. Friends approved the March 3, 2016 minutes with amendments.

QLC Mini-Training: How we work best in Committees: Clerk Lane Taylor introduced members to the QLC committee structure. She provided time for members to share their previous experience with committee work. People offered ways to deal with conflict in a constructive manner. It is the responsibility of the entire committee to labor with a difficult member, acknowledging how hard this can be. It helps to let another person know that we recognize their gifts and want to enlist them in dealing with the conflict or actions of theirs that is not in the manner of Friends. Friends were reminded to be clear about expectations, be well-prepared, and provide a little of time for socializing. Committee work is an opportunity to see, hold up, and affirm the gifts of fellow committee members and staff members. Working together is an extension of a meeting of worship. Maintaining a sense of worship during a committee’s work is helped when time is set aside for silence throughout a meeting. Remember that the Divine presence is amongst us as we work with each other. It is also possible to use telephone conference calls as an alternative to face-to-face meetings when necessary.

One challenge is how do we pass our own enthusiasm onto other monthly meetings? We are the “town criers” of the Yearly Meeting, calling forth people to answer to the leadings of the Spirit.

Laying down Sprints/Transfer of Work to Committees:

1. Members **APPROVED** laying down the Application Sprint and passing its work on to the Program Committee. . **Members minuted deep gratitude to Tom Hughes, Zachary Dutton, and Bryn Hammarstrom for their efforts.**

2. Members **APPROVED** laying down the Rubric Sprint and hand off its work to the Funding Committee. **Members minuted deep gratitude to Shani Taylor, Amy Taylor Brooks, Kri Burkander, and Zachary Dutton for their efforts.**

3. Members **APPROVED** laying down the Mapping Sprint and handed off to the Governance Committee. **Members minuted deep gratitude to Zachary Dutton, Christie Duncan-Tessmer, Amy Brooks, Kri Burkander, and Shani Taylor for their efforts.**

Committee Membership: Members examined the goals and structure of the Sessions Committee. Who takes on the task of involving more people in attending Sessions as well as the “big picture” themes? Who takes on the detailed planning for the two interim Continuing Sessions as well as the Annual sessions? The present list is:

Sessions Committee (Summer 2016, and ongoing for 2016-7)

- 1) Kate Bregman
- 2) Cate Marion
- 3) Pamela Draper
- 4) Outside: (Emily Blanck, Clerk)
- 5) Outside: (Avis Wanda McClinton)
- 6) Outside: (Jonathan Snipes)
- 7) Outside: (Melissa Rycroft)
- 8) Outside: Others?
- 9) Tricia Coscia
- 10.) Zachary Dutton
- 11) Penny Colgan-Davis, ex officio

Lane Taylor will review and revise the membership of the Sessions Committee as well as clarify the mission and answer the above stated questions.

Committee “Get to know you” and Discernment about Charges: See embeded report.

Governance Committee: The committee names new people onto committees both from QLC and non-QLC. The committee takes on the work of the Mapping Sprint. The committee is charged with making sure that the governing structure is working throughout the Yearly Meeting. It is also responsible for strategic planning and passing on the reports of representatives from other Organizations to the PYM clerk and General Secretary.

Program Committee: Review and make recommendations on applications for sprints or collaboratives as well as holding sprints/collaboratives accountable. The description needs to add a section reminding Collaboratives that they need to submit reimbursement for travel expenses and to put the travel expenses into the budget.

Funding Committee: Makes recommendations on funding for applications. One QLC member is on both Program and Funding to help coordinate efforts. The committee also takes care of reimbursement for travel expenses. Previously discerned by QLC: the main times for budget decisions will be August (Is this realistic?) and February (The Funding Committee can recommend altering or changing the schedule if they deem it appropriate). For 2015-16, Clerk Taylor Lane will serve on Finance Committee of the Administrative Council to form the 2016-17 budget. If someone from Funding wishes to serve with Lane, they should speak to her. In the fiscal year 2016-17, it would be useful for someone from the Funding Committee to meet with the Finance Committee of the Administrative Council to form the 2017-18 PYM budget.

General:

1. The Finance Committee of the Administrative Council has decided to not make any exceptions for Collaboratives to acquire additional funding from sources outside of QLC.
2. Members reviewed the Committee Description document from the General Secretary.

Communications Sprint: Communicates internally and with outside groups in the new structure. Administrative Council also has a counterpart sprint. It involves managing the internal website. It is to produce a corollary handbook for the Administrative Council.

General Secretary Report

1. See embedded report.
2. Christie handed out copies of an 8-page document that is going out to all members of PYM. It will happen three times a year. It has a magazine format with lots of visuals. It will have a different format each time. Monthly Meetings should send attenders' contact information so they can get mailings from PYM.

Update PYM Minutes Approval Process: Penny Colgan-Davis

Penny met with the PYM clerks, recording clerks, Council clerks, elders, and General Secretary to form a new plan for the approval of minutes during summer and continuing sessions. Penny proposes:

1. Form a Committee of Minutes made up of
 - a. presiding clerk
 - b. assistant clerks
 - c. recording clerks
 - d. clerks of the three councils
 - e. PYM's General Secretary
 - f. PYM's Treasurer
 - g. Three "at large" Friends
2. At the end of the business session, decisions will be read for approval as Minutes of Action.
3. After each business session, recording clerks will send the minutes to Clerk of PYM.
4. Minutes be sent out electronically to people at the meeting and wait 2 weeks for comments.
5. Committee on Minutes will gather and revise the minutes. The Clerk will ask the Committee on Minutes to approve them on behalf of the body and the approved minutes will be posted on the PYM website.

Governance Committee (3-6)

- 1) Lane Taylor (Clerk)
- 2) Amy Taylor Brooks (Convener)
- 3) George Rubin
- 4) Kri Burkander
- 5) Gray Goodman
- 6) Christie Duncan-Tessmer

II. Program Committee (6-8)

- 1) Deborah Saunders
- 2) Jim Herr (Clerk)
- 3) **Shani Taylor (stepped down? Replaced by Cate Marion?)**
- 4) Charlie Randall
- 5) Connie Webster (Convener)
- 6) Outside (URG)
- 7) Outside
- 8) Zachary Dutton

III. Funding Committee

- 1) Bryn Hammarstrom (Convener)
- 2) Ron Ploeg
- 3) Tom Hughes (Clerk)
- 4) Connie Webster
- 5) Outside: Undoing Racism Group?
- 6) Zachary Dutton

IV. Sessions Committee (Summer 2016, and ongoing for 2016-7)

- 1) Kate Bregman
- 2) Cate Marion
- 3) Pamela Draper
- 4) Outside: (Emily Blanck, Clerk)
- 5) Outside: (Avis Wanda McClinton)
- 6) Outside: (Jonathan Snipes)
- 7) Outside: (Melissa Rycroft)
- 8) Outside: Others?
- 9) Tricia Coscia
- 10.) Zachary Dutton
- 11) Penny Colgan-Davis, ex officio

V. Communications Sprint (“About” three people “in relationship with” Admin. Council Clerk)

- 1) Connie Webster
- 2) Charlie Randall (Clerk/Convener)
- 3) Jim Herr

VI. Library Sprint

- 1) Connie Webster (Clerk/Convener)
- 2) Outside (Meg Mitchell)
- 3) Outside (Nancy Van Arkle)

VII. State of the Meeting Sprint

- 1) Penny Colgan-Davis
- 2) Outside: (Sallie Jones)
- 3) Outside: (Emma Lapsansky)

Closing Worship: Members finished with a period of worship.

Next Meeting: Saturday, 9 April 2016 at Reading Monthly Meeting . Meetings in the future will be monthly on 3rd Saturdays unless otherwise noted.

Respectfully submitted,

Gray Goodman, Recording Co-Clerk

General Secretary Report on Staff Activity to Councils March 2016

Finances

1. We reviewed the income and expenses in fairly extreme detail – our annual 5-month review – to note variances in the budget. This helps us prepare for building the FY17 budget and for coming in on target in FY16.
2. Prepared a one-page financial summary to mail with a cover letter and a copy of Faith In Practice to last year's major donors.

Program

1. Four Collaboratives and two sprints have been approved by the Quaker Life Council. The office has set up an internal system to ensure that each new group, after being informed by the clerk of the council, receives a welcome letter from the QLC clerk and the Presiding Clerk, a welcome note with information about accessing resources and support from the Community Engagement Coordinator and a friendly welcome note from the General Secretary. Additionally all staff are informed so that logistics and communications supports are triggered (like setting up a google group and information on the website).
2. Planning for Continuing Sessions is at full throttle with consideration of a million details managed by staff ranging from registration and onsite sign in to box lunches and coffee to arranging for speech to text and overhead projection to transporting youth from their program locations and on and on. A significant change is that we are managing the event using far fewer PYM staff. This is largely because of simplified schedule and logistical brilliance of staff.
3. Managed two conference phone calls set up for the presiding clerk and MM clerks which is now a twice-a-year event. Participated in one of the calls.
4. The next generation of Thread Gatherings are in motion with a six month schedule of the events planned and publicity being planned.
5. The Friends who energize Friends in Business met with me to strategize how to most effectively support that important program. The next FiB dinner event has been scheduled.
6. We collated data on the number of Sunday morning attenders at each meeting and each meeting's approximate attendance at the last continuing sessions and the last 2 annual sessions so we can track the percentages of participation.

Communication

1. Faith in Practice: signed, sealed and in the mail. This is the new print publication replacing PYM Today. It is an 8 page color publication that will come out 3 times a year. This was designed entirely in-house saving us thousands of dollars over the previous publication. I expect to have copies at the March council meetings.

2. We are onboarding two more contracted proof readers/copy editors. With an increase in submitted stories to the PYM website already in process this is necessary to maintain high quality without

Staffing and Administration

1. We hired 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).
2. The new Office Assistant began working and is hitting the ground running.
3. We shifted the staffing at Arch Street so that there are now two full time maintenance staff but much reduced planned overtime. This allows for a more predictable staffing budget and increases the ratio of full time to part time staff people.
4. We rearranged the seating in the office to create a more efficient use of space, storage and equipment and a more active looking office as empty spaces are repurposed.
5. We are most of the way through the process of clearing out outdated computers and other electronic equipment that has not been attended to since we started cutting back staff. Armloads of unusable machines are now piled up ready for recycling and unusable equipment is no longer cluttering our space.

General Secretary Visits and Connections

1. Extended meeting of Heads of Quaker organizations at Pendle Hill
2. Attended the Annual AFSC Corporation Meeting
3. Attended the first quarter board meeting of Friends Fiduciary Corporation
4. Attended my own meeting for three weeks in a row!

General Secretary Committee Description

PROGRAM Committee Game Plan

BASICS:

A. 6-8 people including ex-officio; Ex-officio members include: Council Clerk, Treasurer, General Program Committee; Up to four non-Council members may be invited

B. Ex-officio members include: Council Clerk and Associate Secretary for Program & Religious Life

C. The Committee may want to form subcommittees. Subcommittees may include non-council members.

D. The Community Engagement staff will work with the Committee as appropriate

RESPONSIBILITIES:

1. Reviewing and making seasoned recommendations about collaboratives, sprints and other programs in the care of the council

2. Caring for and holding accountable collaboratives, sprints and other programs not otherwise assigned

3. Developing and maintain structures and standards for doing the above

CHARGE:

1. Research the past practices

2. Get educated on the requirements of the scope of the work

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3. Define Interim Practices for anything where the Current practice isn't going to hold us until we have a permanent practice
4. Report back to the council
5. Follow the interim processes
6. Define permanent processes for each task in plenty of time for the Council to be in synch and implement them beginning 10/1 at the latest (exceptions granted for work that is irrelevant before 2017)

FUNDING Committee Game Plan

BASICS:

- E. Maximum 5 Council Members, including 2 who are on the Program Committee
- F. The Associate Secretary for Program & Religious Life and the Controller will participate as well
- G. The Committee may want to form subcommittees. Subcommittees may include non-council members.

RESPONSIBILITIES:

1. Finalize the rubric to guide allocation of funds
2. Make seasoned recommendations about distributing funds
3. Work within the practical and legal guidelines of PYM finances

CHARGE:

7. Research the past practices
8. Get educated on the requirements of the scope of the work
9. Define Interim Practices for anything where the Current practice isn't going to hold us until we have a permanent practice
10. Report back to the council
11. Follow the interim processes
12. Define permanent processes for each task in plenty of time for the Council to be in synch and implement them beginning 10/1 at the latest (exceptions granted for work that is irrelevant before 2017)

GOVERNANCE Committee Game Plan

BASICS:

H. 3-6 people including ex officio; Ex-officio include: Council Clerk, General Secretary

I. The Committee may want to form subcommittees. Subcommittees may include non-council members.

RESPONSIBILITIES:

1. Governance
2. Accountability
3. Nominating and naming
4. Strategic Planning
5. Maintaining the corollary handbook
6. Representatives to other Organizations: role of bringing reps together and of ensuring they report to YM is delegated to Presiding Clerk and GenSec

CHARGE:

13. Research the past practices
14. Get educated on the requirements of the scope of the work
15. Define Interim Practices for anything where the Current practice isn't going to hold us until we have a permanent practice
16. Report back to the council
17. Follow the interim processes
18. Define permanent processes for each task in plenty of time for the Council to be in synch and implement them beginning 10/1 at the latest (exceptions granted for work that is irrelevant before 2017)

GOVERNANCE Committee Table of Responsibilities

RESPONSIBILITY	Task	Description	Current/Interim Practice
Accountability	of QLC	Ensuring that the Council is meeting the expectations set for it by the Yearly Meeting and by it's own internal process	undefined
Accountability	of structures in QLC care	Ensuring that the structures in the care of the Council are meeting their goals and serving hte needs of the yearly meeting.	undefined
Governance	develop and maintain QLC Corrolary Manual	The Council needs to maintain a manual detailing the ways in which it manages its responsibilities	undefined
Governance	Forming Structures Under Council Care	Ensure that there is a process in place for the Council to use when appointing people to its various committees and/or sprints	undefined
Governance	YM business meeting agenda	Ensure that items in the care of the Admin Council which need to come before the body are included on the agenda	Council clerks and YM clerks meet to develop agenda;
Governance	Maintain QLC minutes	maintaining a record of the work of the Council	co-recording clerks record meetings; minutes are approved

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			at next meeting
Governance	report to YM in Session	report the work of the council and as relevant, the structures in its care	undefined
Strategic Planning	support and participate in strategic planning process	participate in the strategic planning process when Admin Council initiates it	not applicable
Strategic Planning	strategic directions manifestation	Ensure that the activity of the yearly meeting moves toward our strategic directions and they are fulfilled	undefined
other orgs	make sure they are meeting their responsibilities and functioning well; collaborate with YM Clerk and GenSec who also have care of these relationships.	receive reports from appointed representatives and ensure they have the info they need	undefined

COMMUNICATIONS Sprint Game Plan

BASICS:

- a. About 3 people, in relationship with the clerk of the council
- b. This group primarily needs to define processes and get them rolling but they do not need to continue as the body responsible for the activities.

Responsibilities:

1. Appoint bridge contact
2. Appoint someone to manage the internal website
3. Make a plan for keeping communications channels wide open and free-flowing with the body
4. Propose strategies for staying in relationship with the PYM paid and volunteer leadership and the other councils
5. By end of year, produce the corollary handbook for AC

CHARGE:

1. Research the past practices
 2. Get educated on the requirements of the scope of the work
 3. Define Interim Practices for anything where the Current practice isn't going to hold us until we have a permanent practice
 4. Report back to the council
 5. Follow the interim processes
- Define permanent processes for each task in plenty of time for the Council to be in synch and implement them beginning 10/1 at the latest

COMMUNICATION Sprint's Table of Responsibilities

RESPONSIBILITY	TASK	Description	Current practice
Communications	QLC Bridge Contact	staying in touch with the broader yearly meeting activities using the process of a Bridge Contact	council appoints a council member to serve in this role
Communications	manage internal website	post and maintain information, communications and events of the QLC on the QLC private website	council appoints a council member to serve in this role
Communications	with PYM community	informing the PYM body of the activity and intentions of the QLC	minutes are posted online
Communications	with other PYM bodies	Ensuring that the work of the council is not done in isolation of the AC, the presiding clerk, the staff and other relevant bodies	undefined
Communications	Initiate the creation of the QLC Corollary Manual	The Council needs to maintain a manual detailing the ways in which it manages its responsibilities	undefined

LIBRARY Sprint Game Plan

BASICS:

- J. 3-5 people plus relevant staff
- K. non-council members may be invited

RESPONSIBILITIES:

1. Review data on the library resource including usage stats, relevant finances and past history
2. Develop several possible plans for the resources of the library
3. Make a recommendation to the Council

CHARGE:

19. Research the past practices
20. Get educated on the requirements of the scope of the work
21. Define Interim Practices for anything where the Current practice isn't going to hold us until we have a permanent practice
22. Report back to the council
23. Follow the interim processes
24. Define permanent processes for each task in plenty of time for the Council to be in synch and implement them beginning 10/1 at the latest (exceptions granted for work that is irrelevant before 2017)

STATE OF THE MEETING Sprint Game Plan

BASICS:

L. 3-4 people

M. Up to 3 non-Council members invited who represent traditional and new-fangled perspectives

RESPONSIBILITIES:

1. Develop a plan that doesn't contradict F&P for collecting State of the Meeting Reports

2. Develop a communications plan, with Communications staff, to encourage meetings to do reports

CHARGE:

25. Research the past practices

26. Get educated on the requirements of the scope of the work

27. Define Interim Practices for anything where the Current practice isn't going to hold us until we have a permanent practice

28. Report back to the council

29. Follow the interim processes

30. Define permanent processes for each task in plenty of time for the Council to be in synch and implement them beginning 10/1 at the latest (exceptions granted for work that is irrelevant before 2017)

**General Secretary and Clerk of Yearly Meeting
Proposal: An experimental approach to approving minutes**

Approving minutes is an important function of our yearly meeting, yet takes an inordinate amount of time, no matter how succinct we try to be. To fulfill our obligation to truthfully document our business, I propose we engage in an experiment for a year in order to give as much time as possible during our gatherings to what matters most: worship, our shared work and witness, business decisions and fellowship.

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At the beginning of each Continuing Sessions and at Annual Sessions, I will name a Committee on Minutes, composed of the presiding clerk, assistant clerks, recording clerks, clerks of the three councils, PYM's General Secretary and three "at large" Friends. The process for approving minutes will be:

1. All decisions made during business will be approved by the body in attendance at the end of the session as *minutes of action*.
2. At the end of each business session, the recording clerks will compile the minutes and supporting documents for the presiding clerk's review.
3. These *draft minutes* will be emailed to all Friends who attended the session for review. Friends will be asked to submit any corrections or additions.
4. The Committee on Minutes will review all of the feedback submitted and will revise the minutes as needed.
5. Once revised, the minutes will be approved by the Committee on Minutes and posted on the PYM website for all.
6. A full evaluation of this process will be conducted in the spring of 2017.

We all know that ours is an experimental and experiential religion. I invite you to join me in this experiment and call on Friends who may be led to serve on the Committee on Minutes to contact me directly at clerk@pym.org.