

**Philadelphia Yearly Meeting Continuing Sessions  
Meeting for Business with Attention to Worship  
Held at Arch Street Meeting House  
Saturday, March 19, 2016**

The Spring 2016 Continuing Sessions of Philadelphia Yearly Meeting of the Religious Society of Friends convened Saturday, March 19, at 9:30 A.M., at Arch Street Meeting House, Philadelphia, PA, to conduct business before the yearly meeting. The announced theme of the sessions is “What is God calling PYM Quakers to do next to end racism and white supremacy in the Religious Society of Friends and beyond?”

After an opening period of worship, Clerk, Penny Colgan-Davis (Germantown MM) greeted us and introduced the officers: Alternate Clerks: Alison Anderson (Central Philadelphia MM), Tom Hoopes (Valley MM), and Amy Kietzman (Central Philadelphia MM); Recording Clerks: Martha Smith (Moorestown MM), John Lavin (Birmingham MM), and Erika Juran (Harrisburg MM); and General Secretary, Christie Duncan-Tessmer (Chestnut Hill MM).

The Clerk then introduced five Elders: Chris Lucca (Yardley MM), Dana Houghton (Kendal MM), Bob Dockhorn (Green Street MM), Jane Keller (Lancaster MM) and Mary Waddington (Salem MM), and the text-to-speech provider, Lora Stefanowicz.

Two visitors introduced themselves: Susan Taylor of Tallahassee MM, Southwestern YM, and Darryl Addy, Westtown School student, whose home country is Germany.

**1. Proposal for a New Way to Review Minutes by Penny Colgan-Davis, Clerk**

The Clerk proposed a new way of approving minutes, which included a rationale for and details of the proposal, and then asked for questions. (See attached proposal.) There was a request, which was accepted, that those Friends who are not connected electronically to the yearly meeting be included in reviewing the minutes via surface mail. Responding to the request that there to be at-large Friends appointed to look over the minutes, the Clerk said that is part of the proposal and it is being done. The Treasurer will also be included in the review.

**Friends approved the proposed Minutes Approval Process with the addition of the Treasurer to the Friends responsible to review and approve the minutes. The experiment will last one year.**

**2. Treasurer’s Report by Ron Ploeg, Treasurer of PYM (Willistown MM)**

The Treasurer expressed appreciation for the healthy finances, along with a “clean” audit in fiscal year 2015, which means no concerns were expressed by the auditors. It was our fourth year with a surplus, and we now are at 86% of the goal for Operating Reserves. (Best practice for non-profits is to keep six months of operating expenses in the Operating Reserves to help us maintain our commitments to staff and property in case of unpredictable economic downturns or other events beyond our control.) At the end of last fiscal year, we

were above budget in support from meetings for the General Fund, but contributions from individuals were below what was expected. However, expenses were slightly lower than budget.

At the end of December 2015, Philadelphia Yearly Meeting (PYM) had over one million dollars in the Operating Reserve. At the end of the fiscal year we had a budget surplus of about \$300,000 on a cash basis (\$378,000 on an accrual basis). The Administrative Council approved the move of \$225,000 of the cash surplus to the Operating Reserve (in accordance with a decision made in September 2015 by the Financial Stewardship Committee) and the remaining \$75,000 into a new Strategic Projects Reserve, overseen by staff and the Quaker Life Council, to fund new projects that directly address the six strategic directions of the Long Range Plan as adopted at Annual Sessions, July 2015. (See the Administrative Council report below for more information.) The Treasurer emphasized that there is no guarantee of surpluses in future years, that we should not spend surpluses until after they happen, and that we still need to finish our commitment to "refill the granaries" by reaching our goal for the Operating Reserve.

The Treasurer pointed out that the current level of individual giving must increase if we are to finish building our reserves and make more funds available for Quaker work. The number of donor households has decreased significantly compared to seven years ago while the median contribution remained fixed at about \$100. (See Treasurer's report attached for more information.) One Friend wondered if the new fiscal year schedule (October through September) might have had an impact on Annual Giving; another asked about the six-month operating reserves and about PYM's endowment. The Treasurer responded that most of the endowments are restricted and we have little control over their use. Of the remainder, most are designated for specific purposes. Building our reserves remains the top priority but once the goal is reached and if surpluses continue, there could be more funds available for Quaker work. Increasing annual fund donations - especially the number of donor households - is important to make this happen.

Another Friend asked what would happen in the event of another market downturn, triggered for example by turmoil in the Chinese economy, and whether having six months of reserves means PYM could continue to operate for six months. The Treasurer responded that the Operating Reserve is there to protect PYM in the event of a financial or other crisis. A six month Operating Reserve could be expected to support PYM's operations for longer than six months as our income and operations were stabilized. Furthermore, most of our investments are held in a diversified fund at Friends Fiduciary that offers us additional protection against significant losses in individual financial sectors like domestic equities, foreign equities, real estate, or bonds.

**The Treasurer's report was received by Friends with thanks for the excellent work of him and the PYM staff.**

**3. Administrative Council Report by Bruce Haines, clerk (Providence MM)**

The clerk of the Administrative Council recognized members of the Administrative Council and then spoke about the finances of the yearly meeting. Of the \$75,000 that the Administrative Council set aside from last year's cash surplus for the Strategic Project Reserve, \$50,000 will be applied to programming activities that address the strategic directions of the Long Range Plan within the yearly meeting as deemed appropriate by Quaker Life Council, and \$25,000 will be applied by the General Secretary, in consultation with either the clerk or the clerk of the Quaker Life Council, to also fund activities that address the strategic directions.

The Council developed a job description for the Treasurer and a Conflict of Interest Policy for the three Councils and appointed its own Committees: Finance, Governance, and Property, and a Communications Sprint to facilitate its work. (See attached report.)

**The clerk brought forth the name of three Friends for approval to serve as "at large" members of the Nominating Council. They are: Nikki Mosgrove (Trenton MM, Burlington Quarter), Jondhi Harrell (Germantown MM, Philadelphia Quarter), and Victoria Greene (Green Street MM, Philadelphia Quarter). Friends approved these nominations.**

A Friend asked if the Council had deliberated with the Director of Development as to why individual contributions are down. The clerk answered that they have met, but don't have any answers yet. Responding to a Friend who asked how the Council keeps itself grounded in the Spirit, the clerk said that the Council accesses the Spirit throughout its deliberations.

**Friends expressed deep appreciation to the clerk, Bruce Haines and Administrative Council members for their work.**

#### **4. Quaker Life Council Report by Lane Taylor, clerk (Plumstead MM)**

The clerk of the Quaker Life Council expressed gratitude for the expressions of appreciation that have been shared with her for the work of the Council. The Council has created its own internal structures to do its work. The clerk described the criteria for Collaboratives and the current list of newly-formed Collaboratives: Middle East, Eco-Justice, Legislative Policy and India Friends for which the Council is providing resources and support. The Council has also made funding available for a Retreat for Friends of Color Sprint, for scholarship support for five Young Adults Friends to attend the Friends Committee on National Legislation's (FCNL) Spring Lobby Weekend and for additional funding for PYM Friends to attend the White Privilege Conference in April. PYM is a co-host of that conference. The Council will participate in helping to create the 2017 PYM budget. (See attached report.)

One Friend wondered if one will have to learn new terms, as we find our way through the new structure. The clerk answered that all terms are available on line ([PYM.org/governance-handbook](http://PYM.org/governance-handbook)) and in a booklet that was made available at Continuing Sessions. Another Friend requested that the Council find additional ways to communicate with non-electronic Friends. The clerk's response was that she will be in touch with Tricia to find a way for Friends to apply for Collaboratives or Sprints via surface mail.

**Friends thanked the clerk, Lane Taylor for her report and expressed their appreciation for the work of the Quaker Life Council.**

**5. Nominating Council Report by Melissa Rycroft, clerk (Pennsdale MM)**

Members of Nominating Council were recognized. The clerk of the Nominating Council made a plea to Friends to recruit others in our meetings to help with yearly meeting nominations. Members of the Nominating Council try to know the gifts of Friends throughout the yearly meeting and could use the help of all Friends identifying the spiritual and skill gifts of those within our yearly meeting and matching them with yearly meeting needs. (See attached reports.)

**Friends approved Roy Zatcoff (Camden MM, Southern Quarter) to serve on the Administrative Council, term ending 2019. Friends approved Anthony Taylor (Fallowfield MM, Western Quarter) to serve as Recording Clerk, term ending 2019. Friends accepted the releases as presented with regret.**

**6. General Secretary's Report by Christie Duncan-Tessmer**

The General Secretary opened with the thought that we are grounded in our relationship with each other and God and then asked us how the Spirit is faring in our meetings. We are coming together in Collaboratives to be a witness to the world, more of which are to come. She explained that this afternoon we will be meeting with Work and Witness groups so that we can connect with Friends across the yearly meeting who share a common concern. She also described a new role for Friends- serving as a Bridge Contact- as a way to get in touch with others in the yearly meeting doing the work we are called to do.

The General Secretary described how the yearly meeting staffing structure is changing to meet the evolving new structure, and that the PYM Website has been refreshed in exciting and engaging ways. *Faith in Practice* is a new hard copy of what is going on in monthly meetings, replacing *PYM Today* and will come out three times a year. The General Secretary made a plea for financial support of PYM and for us to invite others to give as well. She expressed gratitude to monthly meetings for what they have contributed to the yearly meeting thus far, increasing their covenant giving as requested. She then responded to a Friend about how a meeting might access the Membership Development fund. (See attached report.)

**Friends shared their appreciation for Christie's work and the work of all the PYM staff.**

The body closed with worship.

Submitted by,  
Marty Smith, Recording Clerk (Moorestown MM)  
Penny Colgan-Davis, Presiding Clerk (Germantown MM)

## **Minutes Approval Process Continuing Sessions March 19, 2016**

### **Background:**

With the raising up of the new structure, we need a minutes process that matches our calendar of meetings. 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, we plan to try a new process 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.

### **Process:**

At the beginning of each Continuing Sessions and at Annual Sessions, a Committee on Minutes will be named, 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:

- All decisions made during business will be approved by the body in attendance at the end of the session as *minutes of action*.
- At the end of each business session, the recording clerks will compile the minutes and supporting documents for the presiding clerk's review.
- 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.
- The Committee on Minutes will review all of the feedback submitted and will revise the minutes as needed.
- Once revised, the minutes will be approved by the Committee on Minutes and posted on the PYM website for all.
- A full evaluation of this process will be conducted in the spring of 2017.

If you are interested in serving on the Committee on Minutes you are asked to contact the clerk, Penny Colgan-Davis, directly at [clerk@pym.org](mailto:clerk@pym.org).

## PYM Continuing Sessions



*March 2016*

## Treasurer's Report Fiscal Year 2014 – 2015 (Audited)

Ron Ploeg  
Willistown Monthly Meeting  
610-574-8150  
[rploeg@verizon.net](mailto:rploeg@verizon.net)

## Key Points

- Appreciating our healthy finances
- Rebuilding reserves
- Working for a brighter future with more options



**APPRECIATING OUR HEALTHY  
FINANCES**

## FYE 2015 – Financial Highlights

- “Clean” audit
- First 12-month fiscal year that ended September 30
- 4<sup>th</sup> year of unrestricted cash surpluses
- Now at 86% of goal for rebuilding reserves
- Started to transition to new organizational structures

## Audited Financial Results FYE 2015

UNRESTRICTED CATEGORIES	Actuals, includes Burlington	Approved Budget, No Burlington	% Actuals to Budget
<b>INCOME AND FUNDS AVAILABLE</b>			
Support from Meetings	1,228,793	1,225,000	100.3%
Gifts of Support	51,117	28,400	180.0%
Annual Fund	394,190	450,000	87.6%
Contributions Income	1,674,100	1,703,400	98.3%
Investment Income	757,160	733,000	103.3%
Event and Service Fees	602,597	496,000	121.5%
<b>TOTAL FUNDS AVAILABLE</b>	<b>3,033,857</b>	<b>2,932,400</b>	<b>103.5%</b>
<b>EXPENSES</b>			
Staff Expenses	1,625,571	1,648,300	98.6%
General Secretary Transition Fund	16,704	25,000	66.8%
Volunteer Expenses	11,232	22,075	50.9%
Contributions to Others	60,595	46,300	130.9%
Event and Program Expense	220,276	287,400	76.6%
Professional and Service Fees	60,559	111,750	54.2%
Copying, Printing and Postage	43,206	64,000	67.5%
Rent and Utilities	288,244	302,286	95.4%
Computer and Office Support	88,097	86,700	101.6%
Insurance and Maintenance	106,326	77,400	137.4%
Fixed Asset Depreciation	186,596	115,000	162.3%
<b>TOTAL EXPENSES</b>	<b>2,707,406</b>	<b>2,786,211</b>	<b>97.2%</b>
<b>INCOME LESS EXPENSES</b>	<b>326,451</b>	<b>146,189</b>	<b>223.3%</b>
<b>CASH ADJUSTMENTS</b>			
Arch St Maint Exp Funded by Capital Reserve	22,691	0	
Reverse Fixed Asset Depreciation	186,596	115,000	
Less Pension Reserve Invested	-26,559		
Less Unrestricted Bequests Invested	-15,776		
Less Capital Reserve Investment	-115,000	-115,000	
<b>NET FUNDS AVAILABLE</b>	<b>378,403</b>	<b>146,189</b>	<b>258.8%</b>

Support from meetings slightly over budget

Annual fund below budget

Overall expenses well managed

Surplus again this year ; beats budget

## Surpluses by Design

- Current budget covers basic operations
- Cushion because income & expenses are unpredictable
- Long-term commitments for property and staff extend beyond the current year
- Expenses rise faster than income
- Surpluses are designed into sustainable budgets (3 year horizon)
- Part of fiscal discipline to maintain financial health
- If and when surpluses actually happen, we have choices!
  - *Choices made AFTER THE FACT, not before*
  - *“Don't count your chickens before they hatch”*

## THE SHIP HAS TURNED !



*Still turning ... “on course” when reserves fully replenished*



## REBUILDING RESERVES "REFILLING THE GRANARIES"

### Rebuilding Reserves

	30-Jun-12	30-Jun-13	30-Sep-14	30-Sep-15	31-Dec-15	Target
Imprest Balance (checking account)	\$0	\$200,000	\$300,000	\$300,000	\$300,000	\$300,000
Operating Reserve (PYM at FFC)*	\$0	\$0	\$799,208	\$804,709	\$1,027,477	\$1,200,000
Contingency Reserve (FFC at FFC)**	\$175,022	\$375,015	\$375,166	\$342,193	\$350,615	\$375,000
Total Reserves for Operations	\$175,022	\$575,015	\$1,474,374	\$1,446,902	\$1,678,092	\$1,875,000
Capital Reserve	\$400,011	\$479,004	\$688,879	\$695,305	\$715,087	n.a.
Line of Credit (Bank)	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000

\* goal is 6 months operating expense (6 x \$200,000)

\*\* formerly known as Operating Reserve

86% of target



*Preparing to weather future storms if and when they come ...*

## Operating Reserves – Best Practice for Non-Profits

- **To maintain financial resilience and durability**
- **3 to 6+ months operating expense**
  - Based on recommendation by NORI Workgroup
  - Depends on risks and risk tolerance
  - **FSC discerned 6 months appropriate for PYM**
    - \$1.2 million ( 6 months x ~\$200,000 per month PYM expenses)

### SUMMARY OF NORI WORKGROUP REPORT

*"Beginning in 2008 The Nonprofit Operating Reserves Initiative Workgroup, which included representatives of nonprofits, accountants, academics, and the watchdogs, began a two year effort leading to the publishing of The Operating Reserves Policy Toolkit for Nonprofit Organizations. This group found that all nonprofits should have at least 3 months of Operating Reserves, at the lowest level during a fiscal year. From that baseline they should increase the number of months of reserves to six months based on risks to revenue and risk in controlling expenses. The list of possible risks was so inclusive that virtually all nonprofits would need 6 months of Operating Reserves. Here is a link to that study: [http://www.nccs2.org/wiki/images/b/b4/Operating\\_Reserves\\_Policy\\_Toolkit\\_1st\\_Ed\\_2010-09-16.pdf](http://www.nccs2.org/wiki/images/b/b4/Operating_Reserves_Policy_Toolkit_1st_Ed_2010-09-16.pdf)"*  
- Michael Daily, Executive Director of the Executive Service Corps – Northern New England

Then: Caught by Surprise (4 years ago)



*Be prepared for emergencies – they do happen!*



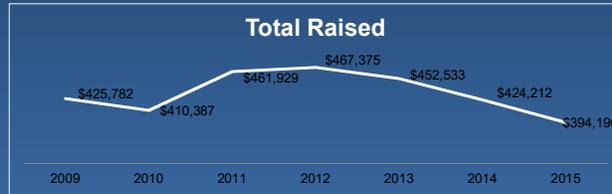
## WORKING FOR A BRIGHTER FUTURE

### Putting Surpluses to Good Use

- Surpluses happen if and when we cover basic expenses and have more funds available
  - Staff has been working hard to keep expenses down
- First: Finish building reserves
  - We are 86% there!
- Next: Use surpluses to fuel Quaker activities

*POSSIBLE ONLY IF GIVING CONTINUES !  
but contributions are trending downwards*

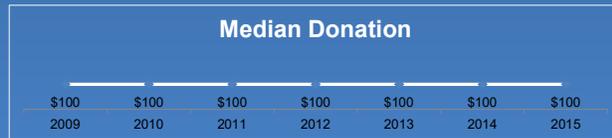
## PYM Annual Fund Giving



↓ Total Raised



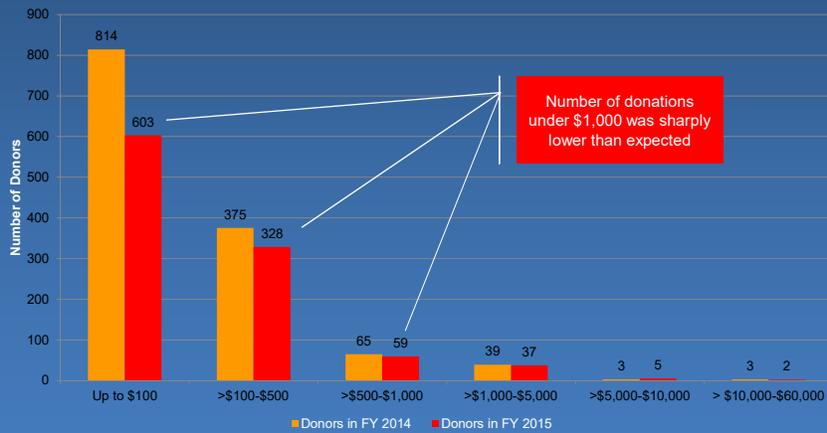
↓ Total Donors



Median Donation

## PYM Annual Fund Donor Statistics

PYM Annual Fund Donors  
 FY 2014 vs. FY 2015



*If you haven't given already this fiscal year, please consider making a gift now!*

## Appeal to Members

- Help reverse the downward trend in contributions
  - Need to increase households that give
    - What happened to the 200+ households who gave \$100 or less in 2014 but not in 2015?
  - Any amount is helpful
- When we exceed our income budget, extra funds can be applied to Quaker projects – where it matters !



## Next Steps & Work in Progress

-  Live into the new organizational structure
  - Maintain fiscal discipline for unrestricted finances
    - Continue 3-year budgeting practice
    - Continue building reserves until goals are met
    - Always consider long-term sustainability of new commitments and budgets, especially permanent staff
  - Address imminent reduction in investment income
    - Friends Fiduciary distribution rate set to decline this year
    - Impact on MMs, PYM unrestricted and restricted, granting
  - Reverse downward trend in contributions income
    - Thank those who give and encourage continued giving
    - Encourage more households to contribute (any amount)
-  Plan for use of surpluses in future years
  - Initiated by Admin Council and Quaker Life Council only after surplus happens

## Disposition of Last Year Surplus

- Amount of surplus
  - Accrual-based surplus \$378,403 (as shown above)
  - Cash surplus (after paying end of year accruals) ~ \$300,000
- Reviewed by Admin Council and Quaker Life Council
  - Existing commitment towards goal of rebuilding reserves
    - \$225,000 reinvested into Operating Reserve
  - This year only (because reserves not yet fully replenished)
    - \$75,000 invested into Strategic Project Reserve



Thank you!



## ADMINISTRATIVE COUNCIL REPORT MARCH 2016

- PYM Strategic Priorities
- Charge to the Council
- Fund Reserves and Strategic Project Reserve
- Other Council Actions
- Nominations – FOR APPROVAL

“Simplify and focus governance  
and administration”

LONG RANGE PLAN  
STRATEGIC PRIORITY #4

“With divine assistance the Administrative Council maintains the health and integrity of the finances, property, personnel, and long-term vision of Philadelphia Yearly Meeting. It ensures that resources are well managed in a sustainable manner.”

PYM CHARGE TO THE COUNCIL

## FINANCE AND AUDIT

“Its authority and responsibility shall include, but not be limited to: property, **finance, budget preparation, audit**, investments, development, grant-making, **personnel** and periodic strategic planning.”

## EARLY FIANCIAL ACTION

- ▶ Positive FY15 Year-end Results
- ▶ Applied \$225,000 to Reserves
- ▶ Created \$75,000 Strategic Project Reserve

## OTHER *FINANCE, PERSONNEL, AND ACCOUNTABILITY* ACTIONS

- ▶ Stewardship - Drafted and Approved New Job Description for Treasurer
- ▶ Integrity - Drafted and Approved Conflict of Interest Policy for All Councils
- ▶ Both actions promote *Accountability*

## "1. APPOINTING AND LAYING DOWN ITS OWN COMMITTEES AS NEEDED . . . ."

- ▶ Formed *Committees* and a *Sprint* to Facilitate Our Work
  - ▶ Finance
  - ▶ Governance
  - ▶ Property
  - ▶ Communications Sprint

“5. COMMUNICATING THE ACTIVITIES OF THE ADMINISTRATIVE COUNCIL AND THE YEARLY MEETING TO THE PEOPLE OF THE YEARLY MEETING ON A REGULAR AND CONSISTENT BASIS.”

- ▶ ALL ADMINISTRATIVE COUNCIL MINUTES ARE POSTED ON PYM WEBSITE
- ▶ REGULAR ARTICLES IN PYM TODAY ONLINE
- ▶ REPORTS AT ANNUAL AND CONTINUING SESSIONS
- ▶ HOW ELSE CAN WE CONNECT?

“9. [A]ppointments to the Nominating Council which are not named by the Quarters. These appointments are brought to yearly meeting in session for approval.”

## With Thanks to Naming Sprint:

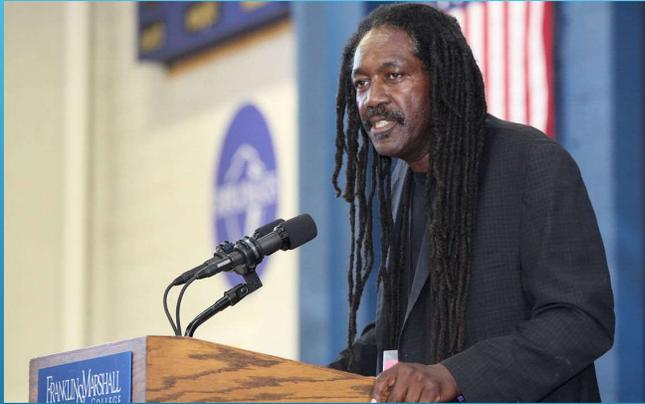
Julian Brelford  
Penny Colgan-Davis  
Suzanne Day  
Patricia Finley  
Jada Jackson  
Eric Peterson

# 3 NAMES FOR NOMINATING COUNCIL



## NIKKI MOSGROVE

- Trenton Meeting
- Career in Behavioral Health
- Now shifted to philanthropy for Princeton Area Community Foundation



## JONDHI HARRELL

- Germantown Meeting
- Founder and Director - The Center for Returning Citizens (TCRC)
- Prior Board and Nominating Experience



## VICTORIA GREENE

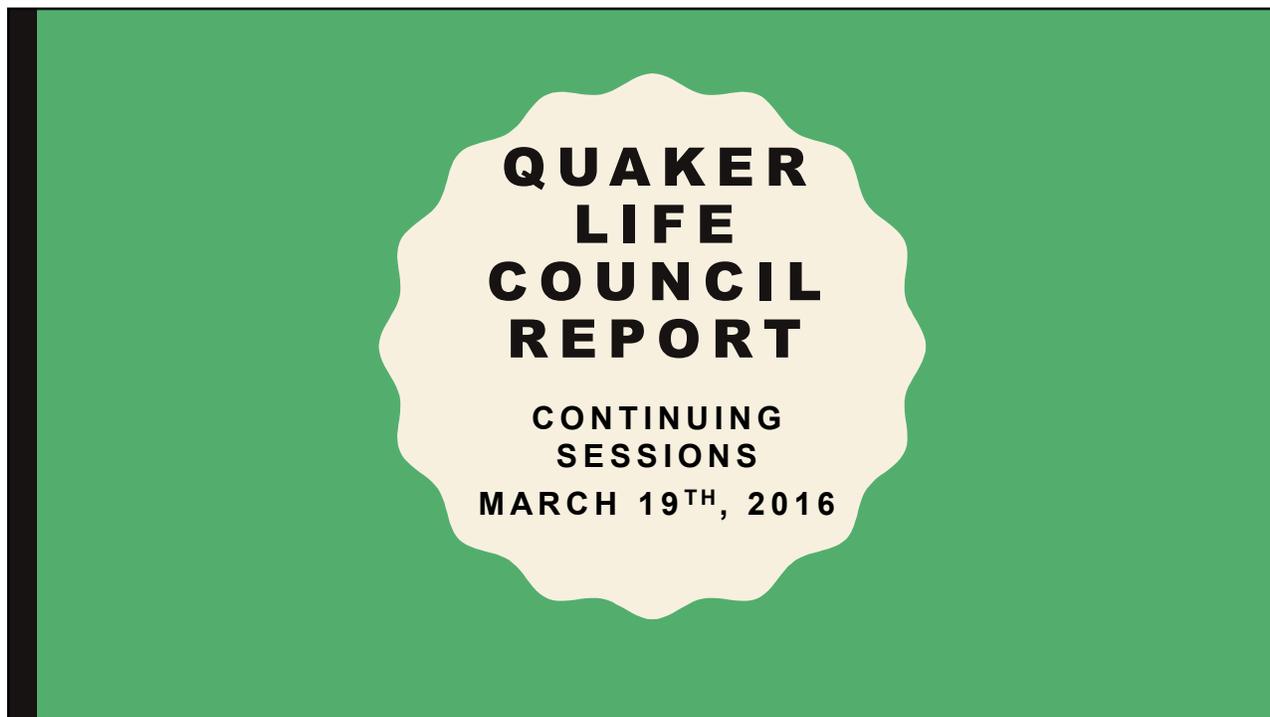
- Green Street Meeting
- Plenary Speaker - 2015 Annual Sessions
- Founder of EMIR (Every Murder is Real)

“7. ATTENDING AND REPORTING TO  
YEARLY MEETING AT ANNUAL AND  
CONTINUING SESSIONS.”

QUESTIONS?



Thank  
You!



## **COUNCIL STRUCTURE**

- The Council continues to meet twice a month to create and implement processes for supporting the work and needs of our Yearly Meeting
  - We've created internal committees (Governance, Funding, Program, and Sessions) to create and sustain these processes
  - We are reaching out to Friends outside of our Council to bring their wisdom, spirit, and expertise to this work
- In the interim, we've continued to respond to urgent/emergency requests through our **Application for Work, Witness, or Activity within PYM** on the PYM website

## COLLABORATIVES

- Collaboratives are formed by Friends who have a common interest or ministry
- They are self-organized and self-facilitated and are formed under the care of the Quaker Life Council (QLC) through a process established by the Council
  - Friends establishing Collaboratives will apply through the **Application for Work, Witness, or Activity within PYM** on the PYM website
  - Collaboratives reach out to Friends in all meetings to form a focused community across worship groups, monthly meetings, or quarterly meetings
  - By definition, each Collaborative will include Friends from several different meetings

## CURRENT LIST OF COLLABORATIVES

- The Quaker Life Council is elated to announce the rising of the following Collaboratives:
  - **Middle East Collaborative**
  - **The Eco-Justice Collaborative**
  - **The Legislative Policy Collaborative**
  - **The India Friends Collaborative**

## OTHER RISING WORK

- The Quaker Life Council has also joyfully provided resources and support for the following projects:
  - **A Retreat for Friends of Color (from the Undoing Racism Group)**
  - **Scholarship Support for 5 PYMYAFs to attend FCNL's Spring Lobby Weekend (from the Legislative Policy Collaborative)**
  - **Additional White Privilege Conference Support**

## PYM & THE WHITE PRIVILEGE CONFERENCE

- In one of our first actions, the QLC Minuted that \$2,500 in additional funds (additional to the support that we provided as members of the host team) should be designated to help PYM Friends attend the Conference
- Thanks to an additional allocation of program funds from the Administrative Council, the QLC was able to support a request from the Undoing Racism Group for an additional **\$5,200** to support PYM Friends attending the Conference



# Nominating Council

Spring 2016 Continuing Sessions



- ▶ Cindy Herr, Lancaster, Caln
- ▶ David Smith, Doylestown, Bucks
- ▶ Edith Roberts, Haddonfield, Haddonfield
- ▶ Elizabeth Bayardi, Wrightstown, Bucks
- ▶ Ellen Deacon, Chestnut Hill, Philadelphia
- ▶ Eric Peterson, Norristown, Abington
- ▶ Gabbreell James, Green Street, Philadelphia
- ▶ Jack Walz, Mount Holly, Burlington
- ▶ James Pettyjohn, Merion, Haverford
- ▶ Joan Broadfield, Chester, Chester
- ▶ Jody Kinney, Downingtown, Concord
- ▶ Linda Pastor, Centre, Western
- ▶ Margery Rubin, Medford, Haddonfield
- ▶ Melissa Rycroft, Pennsdale, Upper Susquehanna
- ▶ Peter Lane, Westtown, Concord
- ▶ Robert Horvay, Mickleton, Salem
- ▶ Tom Rie, Gwynedd, Abington



## Administrative Council



- ▶ Roy Zatzoff
  - ▶ Camden Monthly Meeting, Lewes Worship Group, Southern Quarter



## Recording Clerk



- ▶ Anthony Taylor
  - ▶ Fallowfield Monthly Meeting, Western Quarter

**Nominating Council (Updated)**  
**Report to Continuing Sessions March 19, 2016**

**Appointments**

<b>Administrative Council</b>			
<b>NAME</b>	<b>MONTHLY MEETING</b>	<b>QUARTERLY MEETING</b>	<b>TERM ENDS</b>
Roy Zatcoff	Camden	Southern	2019

<b>Recording Clerk</b>			
<b>NAME</b>	<b>MONTHLY MEETING</b>	<b>QUARTERLY MEETING</b>	<b>TERM ENDS</b>
Anthony Taylor	Fallowfield	Western	2019

**Releases**

<b>AFSC Corporation Representative</b>			
<b>NAME</b>	<b>MONTHLY MEETING</b>	<b>QUARTERLY MEETING</b>	<b>EFFECTIVE</b>
Howard Cell	Germantown	Philadelphia	2016
Sharon Mullally	Green Street	Philadelphia	2016

<b>FGC Central Committee</b>			
<b>NAME</b>	<b>MONTHLY MEETING</b>	<b>QUARTERLY MEETING</b>	<b>EFFECTIVE</b>
Sallie Jones	Birmingham	Concord	2016

<b>Quaker Life Council</b>			
<b>NAME</b>	<b>MONTHLY MEETING</b>	<b>QUARTERLY MEETING</b>	<b>EFFECTIVE</b>
Shani Taylor	Green Street	Philadelphia	2016

If you have questions about this report, please contact:

Melissa Rycroft, Clerk of Nominating Council  
[melissa.rycroft@gmail.com](mailto:melissa.rycroft@gmail.com)

**General Secretary's Report**  
**Continuing Sessions, March 19, 2016**

***Commitment to a life of obedience to the Spirit has been of essential importance to Friends as individuals and as meetings.***

Faith & Practice, 2002

This opening sentence from Faith & Practice is foundational to our community, to our witness, to our governance, to our meetings, to our lives. It is reflected in our first strategic direction: “Connect Friends and meetings to one another so that we may experience vibrant, spirit-led faith community.” My report is about some of the very specific and deliberate building blocks that are moving into place to support this kind of community engagement in Philadelphia Yearly Meeting.

**PYM.org** now provides a single, dynamic location to have a sense of the work, witness and events of Friends in the PYM geography. The [calendar](#) includes the events of the yearly meeting and also of monthly and quarterly meetings and Quaker organizations. The [news feed](#) includes stories about all of our meetings and organizations. Anyone who wants to know how the spirit is moving in the four-state region that is PYM need only check out PYM.org.

**faithinpractice** is the next evolution of our regular print communication. It is a beautiful, magazine-style newsletter that allows for more frequent connection without relying on the internet. Similar to the website, the goal for this communication tool is to share among us the work and witness of the extended family of Friends in this region so that we may experience a vibrant, spirit-led community. As a special bonus, three annual issues of this printed, color publication costs less than two issues of the previous journal, PYM Today, even if we expand the number of pages or frequency of it.

**Continuing Sessions** is bringing hundreds of Friends together in a way that encourages us to find connections, learn and act on leadings. Our first Continuing Sessions took place last November and 400 people participated and the second event is expected to have similar attendance numbers. For comparison, at Annual Sessions we've been averaging 500 people

who attend at some point over the course of the week while the highest participation on a single day has always been under 300. This one-day event, with an emphasis on going where we are led together, is generating participation and activity that carries through the year, supported by our new governance structure.

**Monthly Meeting Clerks' gatherings** have been established on a regular basis. Twice a year the clerks of our meetings are invited to come together in person for a day of fellowship, learning and mutual support. At the first gathering, more than a third of our meetings were represented. In addition, clerks are invited to join a conference call twice a year just to check in on top priorities. All of these events are facilitated by our Presiding Clerk with logistics support from the General Secretary's office.

**Our governance structures** that encourage and support the ministry and spiritual motion and connection of Friends are coming to life. Collaboratives and Sprints are two new structures that encourage Friends to come together and act. Collaboratives include Friends from multiple meetings and are longer-term in nature, while Sprints are short term projects that benefit our full community. Both of these structures are cared for by our Quaker Life Council and have resources available to them to support their ability to communicate, organize and function effectively. Since October when our new governance structure was raised up, four collaboratives and two sprints have been approved and active. Additionally, there are several other potential collaboratives and sprints that are exploring possibilities and discerning leadings. Several of the approved and nascent groups are featured as *work and witness groups* at our Spring Continuing Sessions.

**Staffing** is shifting to accommodate the changes in governance and the way we come together as a community. The most significant change is that a Community Engagement Coordinator position has replaced the Volunteer and Sessions Coordinator; Tricia Coscia remains in that role and is helping it fly. Tricia is joined by a Community Engagement Fellow, a 20-month position that is supported by a \$50k grant from Tyson Foundation. This team supports communications, logistics, hand-holding and inspiration to help launch, strengthen and support work of Friends. The Fellow position gives us the additional resource needed to establish easily accessible and maintained tools that support the engagement of Friends and meetings in our large and vibrant community. It is important to note that while the FTE (full time equivalent) of our staffing has gone up very slightly, the budget required to support the staffing has not increased.

**Our finances** are directly supporting our strategic directions in two important, exciting ways. One positive financial impact is related to the covenants. Covenant contributions from monthly meetings make up the largest part of general fund income. We have heard from several meetings that they are able to increase their covenant contributions this year and so we are already digging in with a simple project: with temporary paid support we are making sure the PYM office is subscribed to every monthly meeting and quarterly meeting newsletter in order to find and share news of each meeting on [pym.org/news](http://pym.org/news) - connecting meetings that are doing similar work and enabling all Friends to find out about activities that strengthen our connections and witness. The changes in our website as described above increase the impact of this project. Thank you to PYM meetings! A second positive financial event is the establishment of a Strategic Directions Reserve Fund. The fund was created when we had more money needed for cash flow management. It is available to the Quaker Life Council and staffed projects that help us move forward on our strategic directions.

Friends, this is working. We are deliberately building the ways in which we engage together as a community with attention to resources, communications, logistical supports, experience of being a whole and effective and inspired. We are moving in the work that we are doing, we are sharing stories and resources, we are moving with the Divine in ways that feed us and manifest spirit in the world.

Christie Duncan-Tessmer, General Secretary  
[cduncan-tessmer@pym.org](mailto:cduncan-tessmer@pym.org)