

Philadelphia Yearly Meeting Administrative Council

Saturday, November 21, 2015

Minutes – DRAFT

PRESENT: Andrew Anderson, Julian Brielsford, Pat Finley, Evan Draper, Suzanne Day, Bruce Haines, Ventina Hershey, Fred Melroy, Joyce Moore, Richard Morse, Tom Peterson and Ron Ploeg, (member and Treasurer),

REGRETS: Harry Bryans, Linda Lotz and Susan Petrocelli

STAFF: Christie Duncan-Tessmer, Linell McCurry

1. **Opening Worship** - The Meeting opened with worship.
2. **Welcome** - Bruce welcomed those present and introduced new Council Member Patricia (Pat) Finley from Old Haverford Meeting. Members next renewed their introductions and highlighted service within their monthly meetings and Philadelphia Yearly Meeting, as well as personal interests and experiences.
3. **Review and Approval of the Agenda** – Bruce reviewed the days Agenda with the Council and it was so approved.
4. **Review and Approval of the Minutes** - The Council next reviewed the Minutes from the October 17, 2016 meeting. Two minor naming changes were noted in paragraph five and will be made by the Recording Clerk and distributed.
5. **Reflection on and Learnings from Continuing Sessions on November 7th**– Christie reported that there were over 400 in attendance representing 75 meetings. It is estimated that this was about five times the total at the average Interim Meeting in the past. The Council agreed that there was strong energy on the discussion of racism and white supremacy and committed to work closely with Nominating Council to achieve greater diversity on the Administrative Council. It was noted that there was good discussion and questions from the audience during the main sessions and that the breakout and threads were very informative. Council discussed ways to make future meetings more informative and these included: additional information on Grants, why PYM does not do more and increased information on work to be done. The next Continuing Sessions will be at Arch Street on March 19, 2016.
6. **Review and Approval of Proposed 2016 Meeting Schedule** – The Schedule (attached) was approved after making two changes. The April Meeting will be held on the 9th not the 16th

and the August meeting will be a hold-only date for a conference call *if* is needed following Annual Sessions.

7. **Appoint a Work Group (Sprint) to draft a Conflict of Interest Policy for the Council** – The Council next discussed the need for a conflict of interest policy and it was agreed that one should be adopted to avoid conflicts that could arise even inadvertently. Tom indicated he had the Apple Corporate Policy that could be used as a model and Fred said he would circulate the Cadbury Senior Service (Peace Church Policy). Bruce asked for volunteers to join him on reviewing these policies and developing a separate policy for PYM. Susan Petrocelli, Pat, Richard will be joining Bruce in this effort.
8. **Discussion of Creating of a “scope map”** – The work of the Council is far reaching and many at PYM and the Council itself are not totally sure what the responsibilities are. It is important for all the get their hands around these responsibilities and functions. Towards this end the Clerk asked for volunteers to work on this project, creating a scope map of our responsibilities and proposing the priority we need to give to addressing each topic to assure a smooth transition. Andrew, Christie, Fred, Linell and Ron will work on this process. Sue suggested that this should also provide for sub-committees (work groups) that are needed.
9. **Generation of a Work List** – The following list was reviewed by the Council and modified as shown below:
 - i. November – Orient to the Budget
 - ii. December – Job Description for Treasurer
 - iii. January – Receive Audit Committee recommendation for the FY15 audit and audit and funds report
 - iv. February - Q1 2016 financial report and initial discussion of the 2017 budget.
 - v. March – Further Budget Work and Possible Interim Granting Group Presentation
 - vi. Other future months – Reports from Arch Street Preservation Trust and Burlington Preservation Trust.
 - vii. Future – Personnel
 - viii. Future – Restricted Funds
10. **Update on Current Activity** – Christie gave a general update on PYM business noting that the Financial Audit had started and was on schedule. She announced there were some personnel changes in that Tricia Coscia the Sessions Coordinator would be in charge of volunteer services. A Community Engagement Coordinator was hired to start December 1, 2015. This is an important new post entitled the Tyson Community Engagement Fellow with salary and expense being paid by the Tyson Fund. Christie also announced that PYM employees would now be offered family health benefits under a choice of three Blue Cross plans. Prior to this only single coverage was available through Friends Mutual. This is

shared payment benefit between employee and PYM with costs covered in the budget. The family insurance provision in the prior policy was prohibitively expensive and the new policies offer more affordable coverage to our employees. These changes went through the Personnel Services Group which is still functioning.

Financial and Budget Update – As reported in October by Linell, the finances remain strong and upon completion of the Audit an additional \$200,000 will be added to reserves. Linell reported that overall finance is in a “good place” with some additional temporary benefit deriving from savings from groups laid down near year-end. The overall financial performance has remained strong since fiscal 2012. A letter will be sent to all meetings requesting that the meeting share with PYM the covenant amount they already have in their 2016 budgets. This will assist PYM in determining if its current year estimate is on target. A 1.5% increase in the annual covenant was made for fiscal 2016, the increase for next year is to be determined. Discussion of who to sign this letter settled upon: Treasurer, Council Clerks, and the Associate Secretary of Business and Finance.

11. **Closing Worship** – Business was finished about 12:45 pm.

Respectively Submitted

Fred Melroy – Co-Recording Clerk

Appendix

PYM Administrative Council

Calendar of Meeting Dates December 2015 - December 2016

All meetings currently set for 10 AM – 12:30 PM at Arch St. Meeting House

(Conference call participation will be available each month, but personal presence is strongly encouraged.)

- December 12, 2015 (2nd Sat.)
- January 16, 2016
- February 20, 2016
- March 12, 2016 (2nd Sat.)
- April 9, 2016
- May 21, 2016
- June 18, 2016
- July 16, 2016
- No meeting scheduled (August 20, 2016 *hold-only* for “called” meeting or conference call if needed.)
- September 17, 2016
- October 15, 2016
- November 19, 2016
- December 10, 2016 (2nd Sat.)

Adopted 11/21/2015