

Philadelphia Yearly Meeting Administrative Council
Saturday, April 9, 2016
Minutes

PRESENT: Andrew Anderson, Julian Brelsford (by phone), Harry Bryans, Evan Draper, Suzanne Day, Bruce Haines (clerk), Linda Lotz, Joyce Moore (by phone), Richard Morse, Tom Peterson, Ron Ploeg, (Treasurer) and Ventina Hershey.

REGRETS: Fred Melroy and Susan Petrocelli

STAFF: Christie Duncan-Tessmer (*Ex Officio*) and Linell McCurry

GUEST: Melissa Rycroft (Clerk of Nominating Council)

1. **Opening Worship** - The Meeting opened in worship.
2. **Welcome** – The agenda was reviewed and approved by the Administrative Council (A/C). Bruce Haines, clerk, noted that Patricia Finley had asked to be released from service on the Council.

The Administrative Council minuted its appreciation of Patricia Finley's contributions to the work of the Council, including serving on the Nominating Sprint and the conflict of interest sprint. We will miss Patricia's cheerful and thoughtful service.

3. **Review and Approval of Minutes**- The minutes of the March meeting were approved, subject to several changes including the addition of two minutes of appreciation. Posted minutes will include the recommended changes.

While reviewing the minutes, the Council agreed to lay down the Nominating Sprint after several people are contacted. Responsibility for nominations will then shift to the Governance Subcommittee.

4. **Spring Continuing Sessions** – Council members reflected on the Continuing Sessions held on Saturday, March 19, at Arch Street Meetinghouse, noting the day went well and was Spirit-led, especially the business session in the morning. Several suggestions were offered, such as providing more information about workshops - so people have a better understanding of what will take place - and the need for better signs. Council members also shared ideas about reporting back to their meetings and encouraging Friends to participate in future sessions.
5. **General Secretary's Report** – Christie Duncan-Tessmer reported on recent staff changes, including expanding a position at Arch Street to full time, adding a part-

time administrative assistant to help with communications, hiring for a one-year position to work with Middle School youth, creating a short-term position to help with the new database and funding for a community engagement fellow. Excluding the fellowship, these changes were achieved within the current budget.

Also:

- A statistician has volunteered to help think through PYM's outreach.
- The office will be closed May 17-19, so staff can attend an anti-racism training led by Niyonu Spann. One of the goals is to enable staff members to better identify institutional racism.
- In late 2016, parents, staff and others will consider ways to re-configure job descriptions for staff working with children and young adults. A wide range of ideas are already being discussed.

6. **Council Clerk's Report** – Bruce raised several items with the Council:

- a. **2017FY Budget** - Finance Committee work on the draft budget is scheduled to be completed in time for presentation at the Council's May meeting. Following discernment by the A/C that the budget is ready to be sent to monthly meetings, monthly meetings will be invited to review it and provide feedback prior to the Council's June meeting, after which the Council will finalize it and submit it for approval at Annual Sessions.
- b. **General Secretary Annual Evaluation** – The Council approved the process for conducting the 2016 evaluation of the General Secretary, using the same approach as last year. Three people, including Penny Colgan-Davis, PYM clerk, David Jones, Personnel Committee clerk, and Nancy DeMis, a member of the Personnel Committee, will be asked to conduct the review and report to the Council in May. Bruce was authorized to appoint another person if requested.

Next year, responsibility for conducting annual evaluations will shift to the Personnel Committee. Council members noted that every three years, a "360" evaluation is conducted when staff and key committee people are invited to provide feedback to the evaluation committee. (Council will need to determine when the next 360 review should be completed.)

- c. **Interim Granting Group Committee** – Bruce reported on a recent conversation with Wright Horne regarding a new clerk for the interim committee. The Council recommended a process for filling the position, including receiving suggestions from Granting Group Committee members, followed by approval of the nominee by the Administrative Council. If necessary, information about a potential clerk will be circulated for Council approval prior to the May meeting.

7. **A/C Participation in Annual Fund** – Bruce corrected and updated information provided at the last meeting: currently, 69% of the A/C members have contributed to the PYM Annual Fund I FY 15 and 16. Christie will inform Council members of

their recent contributions. At the last meeting, the Council agreed that it was important for everyone to make a contribution. Hopefully, 100% participation by Council members can be announced at Annual Sessions.

8. Committee Reports

- a. *Finance Committee* - Ron Ploeg reported that the Finance Committee was working with staff to assure the draft budget would be ready for presentation at the May A/C meeting. Once the budget is finished, the committee will focus on a process for decision-making regarding reserves, to provide guidance when there is a significant surplus or deficit.
- b. *Governance Committee* – Evan Draper reported that there have been some discussions about the Governance Committee’s responsibility for filling positions on the committees under its jurisdiction. Committee members also noted that a process is needed for expanding the use of the Conflict of Interest policy and form to the Quaker Life and Nominating Councils. A/C discussion touched on the need for a strong and diverse pool of people with a variety of skills and gifts who can be tapped for a variety of tasks. Committee members will also be asked to complete a conflict of interest form.

Committee members also considered the two types of committees: the four committees formed by the A/C and the Personnel and Granting Groups committees, which were formed prior to the start of the A/C. The Governance Committee brought a recommendation regarding the importance of committee records, which was then acted upon by the Council as follows.

Minute: In an effort to be open and transparent, committees and sprints supporting the work of the Administrative Council should prepare minutes to record their actions.

It has not yet been determined what the process will be for sharing committee action minutes more broadly with the yearly meeting.

- c. *Property Committee* Richard Morse reported that Property Committee will meet following this A/C meeting. Committee members will meet with the Arch Street Preservation Committee on April 13, and arrange to have a representative attend future Finance Committee meetings as often as possible.
- d. *Communications Sprint* Tom Peterson shared several points:
 - A resource person with strong public relations experience is needed to join or advise the Sprint.
 - The Sprint plans to review communications regarding governance decision-making, leading to a policy for posting minutes and other materials on the PYM.org website.

- Input was requested regarding “service levels” - using a customer relations lens to consider best practices such as providing a notification when someone using a PYM email will be unavailable.

9. **Policy for the release of contact information**

When asked to provide the names and contact information for Council members and other volunteers, staff have addressed envelopes or forwarded emails to avoid revealing volunteers' contact information. Noting names and emails are already posted for the presiding clerk, treasurer, and clerks of the three councils, Bruce asked the Council to consider guidelines for handling such requests in the future.

The following actions were approved:

- It is important for PYM members to be able to contact clerks and other key people. (This is an example of “service level.”)
- Generic PYM email addresses will be provided to clerks and officers, to avoid overloading or exposing personal emails to spam.
- Staff may forward communications to individual council members, but should not reveal personal contact information.

10. **Closing** The meeting closed with worship about 12:30 PM.

Respectfully Submitted
Linda Lotz, Co-Recording Clerk