

Philadelphia Yearly Meeting Administrative Council  
Saturday, July 16, 2016  
Approved Minutes

PRESENT: Julian Brelsford, Harry Bryans, Suzanne Day (Acting Clerk), Ventina Hershey (by phone), Joyce Moore, Tom Peterson, Susan Petrocelli, and Ron Ploeg (Treasurer).

REGRETS: Andrew Anderson, Bruce Haines, Linda Lotz, Richard Morse and Roy Zatcoff.

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

Guests: Nancy DeMis and David Jones, Member and Clerk of the Interim Personnel Committee, respectively.

1. **Opening Worship** - The Meeting opened in worship.
2. **Review and Approval Agenda and Minutes**- The minutes of the June meeting were approved with a few changes including recognition of Evan Draper. Suzanne as Acting Clerk reviewed the Agenda with the Council and introduced Nancy DeMis and David Jones from the Personnel Committee.
3. **Report from the Personnel Committee concerning the Annual Evaluation of the General Secretary.** Christie and Linell were excused for this report. An overview of the history of the Personnel Committee and its role in the organizational process was given. It was noted that a single staff member working 60% time handled the day to day personnel needs at PYM. They also explained the changes that had taken place in healthcare benefits at PYM over the past several years. Members of the Committee include David, Nancy and Penny Colgan-Davis and it was agreed that the Committee would provide regular reports to the Council. The Council also reviewed and accepted the report on activities of the Committee from liaison Linda Lotz, attached to these minutes.

Nancy next presented the Council Members with a detailed review of the Annual Evaluation of the General Secretary. There was discussion and questions from the Council and satisfaction was expressed with the review and it was accepted as written. All agreed with the Committee's recommendation that Christie's tenure should be continued.

Christie and Linell returned and Nancy and David were excused with a hearty thank you for a job well done.

- 4. General Secretary's Report-** Christie gave a short update on the activities at PYM noting that "there was a lot going on right now." She announced that the new Salesforce database was about to go live with training scheduled after Annual Sessions. In addition to improved information about Friends and Meetings, Salesforce is an easily searchable donor database which provides the best way to focus on who gave and the best ways to track donors over the years. This is an important fundraising tool.

Christie also wanted to ensure that approximately \$25,000 in unspent Quaker Life Council funds could be carried over to the next fiscal year. The need was still there but the envelope funds budgeted for FY 2016 will not be fully spent due to timing issues as the Council has received applications and approved the formation of collaboratives. Because PYM will have surplus General Funds this year, these estimated unspent funds may be designated and added to the Strategic Direction Funds approved earlier as part of the Strategic Reserve Funds. The Strategic Reserve Funds were funded over the winter and the Treasurer will report on them at Annual Sessions. The Council agreed that these unspent QCL funds would be so earmarked for the 2017 fiscal year.

- 5. Report from Naming Group for Granting Committee-** Tom reported that the Naming Group recommends Ken Park to join and serve as Clerk of the Granting Committee, with current member Yolanda Covarrubias serving as Alternate Clerk. The group also recommended Doug Humes as a new member of the Committee. It was noted that three more members were still needed. The Council **APPROVED** these recommendations and thanked Tom for his and the Group's work.
- 6. Annual Sessions Business Presentation-** Council next reviewed and discussed the presentation for Annual Sessions that Bruce circulated. Tom noted that the goal to simplify Governance and Administrative Process was indeed worthy but what type of measurement would be used. All were in agreement that the presentation was both informative and contained the necessary detail. Ron also gave a preview of the Treasurer's presentation for Sessions and the use of graphics to make the presentation easier to understand.

Fred noted that after the June meeting he had contacted Penny Colgan-Davis about scheduling of the Admin and Treasurers presentation at Annual Sessions, requesting that they be held on Thursday and Friday. Council expressed a thank you for this kind consideration to Penny for scheduling presentations on Thursday and Friday.

- 7. Closing-** The meeting closed with worship at 11:40 AM.

Respectfully Submitted  
Fred Melroy, Co-Recording Clerk