

Philadelphia Yearly Meeting Administrative Council
Saturday, January 21, 2017
Approved Minutes

MEMBERS PRESENT: Andrew Anderson (Interim Treasurer), Julian Brelsford, Harry Bryans, Penny Colgan-Davis (*ex-officio*, PYM Clerk), Suzanne Day, Bruce Haines (clerk), Ventina Hershey, Fred Melroy, Richard Morse, Tom Peterson, tonya thames taylor (by Phone) and Roy Zatcoff

STAFF PRESENT: Christie Duncan-Tessmer (*ex-officio*) and Linell McCurry.

REGRETS: Linda Lotz, Joyce Moore and Tom Peterson

1. **Opening Worship** - The Meeting opened in worship.
2. **Review and Approval Agenda and Minutes** - The minutes of the December 2016 meeting were **Approved**, with one small change.
3. **General Secretary's Report** – Christie reported that she would be attending the National Council of Church's meeting in early February. Her assigned Committee is working on "Truth and Reconciliation," which is developing a proposal for addressing racism. She asked the Council about this leading and **All Agreed**.

Christie went on to discuss the laying down of the position of HR Coordinator announcing the work will be picked up by a combination of: Cliessa, Celestine, George Shaffer and support from AFSC, for which there will be no charge.

Christie went on to share that with Jennie Sheeks, Director of Development, leaving, she has an opportunity to review our development efforts. She has engaged a consultant who is conducting a development assessment for us. This includes interviewing some donors as well as Council Members. Everyone was reminded to complete the survey Christie sent out last week. It is part of the development assessment. In the short term, experienced part time help will assist with data maintenance and the Spring Appeal. Also, Jennie has agreed to be available one day a week for questions and assistance. The transition to our new Salesforce database continues with Naman Hampton leading the effort. Several on the Council voiced support for this direction and all agreed with using this opportunity to conduct the development audit to reframe this work.

On Anti-Racism, the senior staff and a group of PYM employees are helping to move the process forward with an Internal Transformation Team. Christie and staff are also working with Penny to develop an institutional cultural assessment. An education session for all Council Members and invited others will be held on Saturday, April 8, in lieu of our usual meeting. Bruce also reported that he had sent an e-mail to the Undoing Racism Group in early December but has no response to-date. A copy of this e-mail is attached to these Minutes.

4. **Pension Plan Committee Request for Approval** - Council next reviewed a request from the Friends Pension Committee to approve an amendment to the Plan which changes the Normal Retirement Age from 65 to the Social Security Retirement age. This will affect any employee entering the plan after 1/1/2017. The Council **Approved** this change.
5. **Review of Fiscal Year 2016 Audit**- Linell next reviewed the Audit for the year ended September 30, 2016. It was accepted by the Finance Committee at their meeting on January 12, 2017. She presented a summary of the revenues and expenses with a comparison with the previous year. It was noted that the overall results improved from year to year. Revenue less expenses increased to \$410,800 from \$326,451 before a pension plan accrual of almost \$408,000, which reduced bottom line to \$2,878. The pension plan accrual was due to a change in actuarial assumptions and was a non-cash item. Linell also presented graphs which displayed the amounts of restricted and unrestricted income as well as the functional allocation of program, development and administrative expenses. It was noted that program expenses were 77% of total (restricted and unrestricted) expense, which is by all standards for nonprofit entities a good level sought by donors.

Andrew then shared comments from the Auditors concerning the excellent job done during the past year by Linell and Cliessa. Fred said that the Finance Committee recommends that both these individuals be acknowledged for their fine work in preparing and maintaining the PYM financial records. Linell said we should especially thank Cliessa. The Council concurred with these comments and **Approved a Minute thanking Cliessa and Linell for their fine work.**

6. **Review of Memo of Understanding with Arch Street Meeting House Preservation Trust** - Christie and Linell reviewed a working draft of a Memorandum of Understanding with the council, pointing out that the purpose was to define the roles and responsibilities of both parties. The Trust will set the priorities and direction for the meeting house and their Director. Employees of the Trust are PYM employees and will abide by PYM policies but will be identified as Trust staff. Many questions from Council Members concerning fundraising, budget and conflict resolution were answered with satisfaction and the draft was **Accepted** with one wording change.
7. **Sprint Updates**- Updates on the Sprints for Faith and Practice as well as Clerk and General Secretary speaking publically were deferred until a future meeting.
8. **Closing Worship**- The meeting closed with Worship at 12:05 PM.

Respectfully Submitted

Fred Melroy, Co Recording Clerk

From: **Bruce Haines** <bm>

Date: Fri, Dec 2, 2016 at 9:25 AM

Subject: Greetings to the Undoing Racism Group of PYM from the Administrative Council

To: Lucy Duncan <l<v_julye>, Noah White <u>

Dear Vanessa, Lucy, and Noah,

Greetings. I am long, long, overdue in writing. I write to you today in my role as clerk of the PYM Administrative Council.

I know that this fall The Undoing Racism Group of Philadelphia Yearly Meeting has been engaged in its own discernment of the way or ways it is called to move forward. The Administrative Council has been discerning its role and paths forward in responding to the Yearly Meeting's minute of January 2015 calling us all to address racism within and beyond PYM. The council is united is seeking to be a positive partner with URG and others in responding to the call. One of the ways we can do this is to be clear that we welcome dialogue with URG.

As URG develops clarity on its next steps or directions, the council welcomes the opportunity to engage in dialogue around any issue that would seem to fall within our responsibility. As a starting point, I particularly invite personal dialogue with one or all of you or with others from URG or the council who may be appropriate to explore way or ways forward where council action may be helpful.

Faithfully,

Bruce Haines
Administrative Council clerk