

Philadelphia Yearly Meeting Administrative Council
Saturday, April 15, 2017
Approved Minutes

MEMBERS PRESENT: Andrew Anderson (Treasurer), Julian Brelsford, Harry Bryans, Penny Colgan-Davis (*ex-officio*, PYM Clerk), Suzanne Day, Bruce Haines (clerk), Linda Lotz, Richard Morse, and tonya thames taylor.

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

REGRETS: Ventina Hershey, Tom Peterson, Roy Zatcoff.

- 1. Opening Worship** - The Meeting opened in worship.
- 2. Agenda and Minutes** - Bruce Haines, clerk, reviewed the agenda. The minutes of the March 2017 meeting were **Approved** with minor changes. The January and February minutes will be posted on the web in the next few days. Bruce also announced that Fred Melroy, whose term ended in June, would be stepping down early from the Council as well as the Finance Committee. Administrative Council members noted their **Appreciation** for Fred's contributions, including his work on the minutes.
- 3. Update on the Burlington Meeting House** - Richard and Linell reported that on the advice of PYM's auditors, the property was appraised. During the meeting held last month at Crosswicks Meeting House, Burlington Quarter decided to accept ownership of the Meeting House and asked PYM to transfer the property to the Quarter for a nominal amount. A new sprint, composed of Richard Morse and Harry Bryans from Property Committee, along with Bruce Haines, Penny Colgan-Davis, Christie Duncan-Tessmer, and Linell McCurry, will negotiate the possible transfer. Such a real estate transaction would need to be recommended by the Administrative Council to the body for approval at Annual Sessions.
- 4. Staffing Issues** – Penny Colgan-Davis, PYM Clerk, opened this discussion with some personal reflections on how PYM had reached the current situation. The Council noted responses to the proposed staff restructuring from Yearly Meeting members, including comments during Spring Continuing Sessions and various minutes of concern. Penny observed that Interim Meetings prepared Friends for major changes, and although the General Secretary has full authority for staffing decisions in the new structure, there were *assumptions* that a major structural change would be shared in advance. Penny recommended that future decision-making on significant issues be more transparent, including the timeline.

In discussion, Council members noted the process based on the new PYM structure had been followed: The Personnel Committee acted as a sounding board for Christie regarding the proposed changes and the Finance Committee reviewed the financial changes being proposed and minuted its understanding that there were sufficient funds to support the proposed changes. The Administrative Council noted

some numbers being circulated in response to the proposed staffing changes were not accurate. At its March meeting, the Administrative Council found the proposal to be financially prudent and the staffing changes – as broadly described by the General Secretary - were in alignment with the proposed goals.

After a lengthy examination of the situation and proposed next steps, the Administrative Council **approved** the following actions:

- a) PYM leaders should issue a letter summarizing what they have heard and learned, underscoring the importance of transparency when making structural decisions, and addressing the proposed changes.
- b) Processes for the staffing/diversity, advancement, and database positions should go forward, with draft job descriptions to be reviewed by the Personnel Committee and then be posted.
- c) The Assistant to the General Secretary will be offered a full-time position at her current salary. The increased cost re salary will be incorporated into the 2018 budget. tonya thames taylor will represent the Council when the General Secretary presents this offer to the Assistant.
- d) It was previously announced that the Young Adult Friends position will be retained for two years. The proposed changes for the youth and young Friends positions will be held until September 30 to allow for further discernment regarding the vision, mission, and next steps in re-organizing PYM support for youth. No significant changes in youth funding are expected. Any proposed staffing changes will be reviewed by both the Administrative and Quaker Life Councils. The 2018 PYM budget must be finished by mid-June for presentation at Annual Sessions.
- e) In June, the Administrative Council will address the Young Adult Friends' minute presented at Annual Sessions and staffing concerns.

5. Faith and Practice Sprint – The Council affirmed that the revised *Faith and Practice* will be presented for final adoption at Annual Sessions. A sprint will be created at that time with the tasks of handling any final edits to the text and proceeding with publication.

5. Closing - Business concluded at 2:30 PM following closing worship.

Respectfully Submitted

Linda Lotz
Co-Recording Clerk