

Philadelphia Yearly Meeting Administrative Council
Saturday, May 20, 2017
Approved Minutes

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

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

- 1. Opening Worship** –The Meeting opened in worship.
- 2. Agenda and Minutes** – Bruce Haines, clerk, reviewed the agenda. A number of suggestions were offered for the April minutes; a revised version will be circulated via email for final approval.
- 3. Financial Report** – While reviewing the March 31, 2017, financial report, Linell reported there was a small operating surplus, approximately \$12,000, after the first six months of the fiscal year. Under professional and service fees, there have been higher credit card fees due to increased electronic contributions to PYM and their monthly meetings. This is an important service for monthly meetings, and facilitates contributions by new donors.
- 4. Youth Staffing** – Responding to the Council's request for more information about Young Friends, Christie shared a slide presentation reviewing the previous structure for staff working with children, youth, and Young Adult Friends, research on their current needs, and ways the proposed new structure is expected to better meet these needs without expending additional funds. Three sprints have been created by the Quaker Life Council to address their needs. The first collected information; the second sprint is preparing recommendations based on this data. A third sprint is preparing Vision and Mission statements.

Research revealed that other than Middle School-aged children, participation has been declining for some time. While the location of events does matter, attendance also fluctuates as a result of changes in staff and programs. Although the cost of the current staffing remained the same, participation was dropping. The following services were found to be most important going forward: providing curriculum, links and collaboration between meetings, First Day strategies, teacher training, child safety, and models for paid First Day teachers. Parents were interested in greater support at the monthly meeting level and for multi-generational parenting.

Christie used the available data as she crafted a new approach to staffing, adapting some aspects of staffing by New York Yearly Meeting. The proposed change in staffing -- one full time person and several people on contract to help with specific activities -- will cost about the same. There are some risks underlying this proposal

such as relying on part-time employees and the loss of continuity if temporary staff members don't continue over a period of time. In discussion, Council members raised several scenarios, to explore how the new staffing approach would address specific needs. Going forward, some aspects of the proposal may still change, and there will be further discussion on the proposed staffing changes at a later meeting.

5. **General Secretary's Report** – Christie reported that Cierra Saunders became the assistant to the General Secretary two weeks prior to this meeting. Marille Thomas was reassigned to Office Manager, a full-time position at the same pay and benefits. At her request, Marille was on a leave of absence until early June. Both Christie and Bruce thanked tonya thames taylor for her participation in discussions about these changes in responsibilities. Christie's written report provided information about other recent activities.

6. Finance Committee Report

- a. **Policy on Named Gifts** Andrew Anderson, Treasurer, reported that a donor has proposed the future creation of a named scholarship fund. The Finance Committee felt it would be helpful to create a policy to guide staff and the Council for this and future gifts. In its last years, the Financial Oversight Working Group worked diligently to reduce the number of small funds, which significantly reduced the number of funds audited each year. \$500,000 was recommended as an appropriate level for a named gift in consideration of the added administrative tasks; a gift would also need to align with PYM's current activities. The Council noted it would be helpful to review and update all policies related to gifts at a later time.

Administrative Council approved the following policy: PYM will accept named funds at the donor's request if the fund has \$500,000 or more in assets.

- b. **FY 2018 Budget** – Andrew Anderson, Treasurer, and Linell McCurry presented the preliminary budget for FY 2018, which was based on a very conservative approach; it includes a projected surplus for FY 2017, and zero for FY 2018. In two months, there will be a clearer understanding of 2017 expenses, PYM's pension obligations, and likely cash on hand at the start of FY 2018.

PYM's strategic vision of raising money via the Arch Street Preservation Trust Fund -- in order to reduce the draw on PYM general funds -- was reflected in the FY 2018 budget. Trust Fund income will cover the cost of one full-time and one part-time employee; a major restricted bequest will support salaries for Arch Street maintenance staff. Also, visitor contributions at Arch Street were budgeted at \$15,000, reflecting an increasing number of visitors. Professional fees in FY 2018 will include another increase in credit card processing fees (see #3 above). Insurance costs will be lower following transfer of the Burlington property. Staff was encouraged to include a "draft" watermark when the budget is made public.

The Administrative Council approved transmittal of the draft budget to monthly meetings, and minuted its appreciation for the careful work of Linell

McCurry and Cliessa Nagle in preparing and bringing forward this strong draft budget.

7. Burlington Meeting House Inc.

Several actions were taken relating to the Burlington Meeting House, Inc. The sprint named in April overlapped with members of the Finance and Property committees; in actuality, these committees worked together to bring the following proposals to the Administrative Council.

a) Draft agreement for the transfer of BMH, Inc.

In 1994, PYM provided \$2.5 million and Burlington Quarterly Meeting contributed \$750,000 in land and buildings to establish Burlington Meeting House, Inc. (BMH, Inc.), a New Jersey nonprofit corporation. BMH, Inc., holds title to the Burlington property and PYM currently appoints the three trustees.

Over the past year, members of this Council attended several meetings of Burlington Quarter as it considered and then decided to take responsibility for the property. The property was subsequently appraised at \$1,080,000. Drawing on understandings between PYM and the Quarter, PYM's New Jersey attorney, who specializes in real estate and is an alumna of Quaker schools, prepared a draft agreement to govern the transfer of BMH, Inc., to the Quarter. PYM will amend BMH, Inc.'s bylaws to allow trustees to be appointed by Burlington Quarter, thus transferring ownership and control. The property, which is in good repair, will be transferred "as is" for the sum of \$10.00. The Property and Finance Committees reviewed the proposed transfer terms and decided to recommend the draft agreement as an appropriate way to proceed.

After reviewing some history regarding the property and details in the proposal, outlining how BMH, Inc. – and its property -- would be transferred, the Administrative Council released the draft agreement. The draft will next be shared with Burlington Quarter and its attorney, for review.

By releasing the draft agreement, the Council approved a recommendation from the Finance and Property Committees for sharing net proceeds in the event of a future sale of the property by BQM and the sharing of income from the Burlington-related funds owned by PYM. These recommendations will be added to the draft Agreement before PYM's attorney sends it to the Quarter's attorney.

It is expected that agreement on the transfer terms will be reached by mid-June, so these terms can be presented for approval at Annual Sessions and all related documents can be signed by September 30, the end of PYM's fiscal year.

b) Transfer of parcel to the Council of Proprietors of West Jersey

The Council also addressed the transfer of a small parcel of land to the Council of Proprietors of West Jersey, who are the descendants of the original owners of the land and have a small building on the Meetinghouse property. In 2013, at the Council's request, PYM approved the transfer, however it was not filed legally. The Administrative Council therefore approved the following minute:

“On May 11, 2013, Interim Meeting approved transferring to the Council of Proprietors of West Jersey (PWJ), by Quitclaim, the parcel of land leased to and occupied by PWJ, commonly known as 39 W. Broad Street, Burlington, NJ. The proposal that came before Interim Meeting did note that the parcel was held by Burlington Meeting House, Inc., a NJ not-for-profit corporation. To complete the transfer by quitclaim, the Administrative Council directs the Trustees of Burlington Meeting House, Inc., to convey the parcel to PWJ.”

c) Appointment of BMH Trustees

The Council approved the appointment of Andrew Anderson, and Penny Colgan-Davis as BMH trustees. With the resignation of Cal Stevenson at the end of June, Penny will assume this role effective July 1. Andrew, Penny, and Bruce Haines will serve as trustees until the transfer has been completed.

- 8. Nominating Sprint** – Richard Morse brought forward two names for the Council's consideration, on behalf of the Nominating Sprint.

The Administrative Council approved the nomination of Doshia Melroy and Irene Oleksiw as new members of the Granting Committee.

- 9. Leadings** – Bruce reported that the Quaker Life Council and the Administrative Council will be collaborating on a formal process to bring concerns to the governance structure. He asked Administrative Council members to review several draft documents, and forward any comments or reactions. Sue Petrocelli, a member of the Governance Committee, will be working with Amy Taylor, from QLC, and others to bring together ideas from the two councils and develop this process.

- 10. Closing** – Business concluded at 1 PM following closing worship.

Respectfully Submitted,
Linda Lotz, Co- Recording Clerk