

Philadelphia Yearly Meeting Administrative Council
Saturday, September 16, 2017
Approved Minutes

Members present: Julian Brelsford, Harry Bryans, Suzanne Day, Bruce Haines (clerk), Linda Lotz, Richard Morse, Tom Peterson, tonya thames taylor (by phone), Terri Whiteford, and Roy Zatcoff (by phone). **Regrets:** Andrew Anderson, Penny Colgan-Davis, Christie Duncan-Tessmer and Ventina Hershey.

Staff present: Linell McCurry

1. Opening and Minutes

Bruce Haines, clerk, opened this meeting welcoming Terri Whiteford, who just joined the Administrative Council and a round of self-introductions. The minutes were **Approved** with no corrections.

2. Nominations for the Multi-Cultural Audit

Following the decision at Annual Sessions to conduct a multi-cultural audit, several emails went out broadly across the Yearly Meeting asking for nominations to a Sprint that will identify and recommend a consultant to help guide the audit, recommend a budget and potential sources of money to cover costs, and present a timeline for the work. The Sprint's work will end with the launch of the work; it is hoped that many of these Sprint members will continue with implementing the plan. No expenses are anticipated for the initial Sprint. People from the Administrative Council, finance and development have offered to assist with identifying potential donors.

The Administrative and Quaker Life Councils, as well as the Nominating Committee were all asked to recommend 10-15 people for service on the Multi-cultural Sprint. The Nominating Committee will review these names, and contact 15 to 20 people regarding service to PYM in this manner. It will also name a clerk for the Sprint.

A status report on the work of the Sprint will be presented at Continuing Sessions in November.

The Council carefully reviewed all of the names presented for consideration, noting the wide range of skills and experiences, as well as the geographic diversity offered by these people. The names of 19 people were selected, with the assumption that several were likely to also be recommended by the QLC and the Nominating Committee. These names will be submitted promptly by Bruce to the Nominating Committee for further seasoning.

It was suggested that - after the Nominating Committee completes its task of confirming the Sprint participants - all persons not selected who self-nominated or were contacted about possible service be sent a letter of appreciation for their willingness to serve PYM.

3. *Faith and Practice* Sprint

After the revised *Faith and Practice* was approved for publication during Annual Session, five people were asked – and have expressed their willingness - to serve on the *Faith and Practice* Sprint. This group will be responsible for shepherding the document through a final review, indexing and printing. Council members noted the high level of professionalism and publishing skills possessed by the nominees.

Initially, the Sprint will need to develop a budget and determine how many copies to print. \$10,000 has been set aside; it is assumed that editors will cost in the range of \$5,000. Council members anticipated that while some Friends may be comfortable reading *Faith and Practice* online, many others will appreciate having a printed copy. PYM's *Faith and Practice* is the most read in the Quaker world.

Administrative Council approved the charge for the Faith and Practice Sprint, as follows:

The Faith and Practice Publication Sprint will undertake the publication of the revised Faith and Practice manuscript adopted by PYM at July 2017 Annual Sessions in both paperback and electronic form.

This 4-6 person group selected for familiarity with publishing will undertake or oversee all aspects of publication through to the printer's delivery of final copies and electronic publication. Steps along the way may include but are not to be limited to proofreading, formatting, graphic design, indexing, and table of contents. In conjunction with PYM staff and in accordance with PYM policy the Sprint will identify printers for competitive bids for printing and determine the selection of and contract for graphic design services.

The Sprint will work under the care of the Administrative Council and regularly report to the Council on its progress. By November 4, 2017, it will share a reasonable but expeditious deadline for its work. The Sprint will make decisions guided by sensitivity to cost and the funds available for this work, opportunities for the donation of suitable services, and desire for an attractive and useful final product consistent with our testimony of simplicity.

Administrative Council approved the following five people to serve on this Sprint: Alison Anderson, Howard Cell, Maggie Lockwood, Gabe Ehri, and Steve Ushioda. Alison will be asked to clerk this Sprint.

4. Evaluation of the General Secretary

Bruce reported that the General Secretary Oversight and Evaluation Committee was slowly getting launched. This committee is composed of Penny Colgan-Davis (PYM clerk), Bruce (Administrative Council clerk), Jada Jackson (Former PYM Clerk, member at large), and David Jones (Clerk of Personnel Committee). An update on the committee's work will be presented at Continuing Sessions in November. Council members who wish to provide input to the committee should contact Bruce by email.

5. Conflict of Interest Disclosure Forms

It is time for all members of the Administrative Council to renew their conflict of interest disclosures, as well as the Nominating Committee, Quaker Life Council and members of committees under the two Councils. It will be important to formalize this annual process around October and assure that new Council or Committee members are provided the document when they begin their service at odd times of the year. New copies of the disclosure statement will be circulated for completion at the October Council/committee meetings. The signed statements will be held in a secure file at the PYM office.

6. Meeting schedule for 2018

The Administrative Council approved the following schedule for meetings in 2018, with all meetings being held on the third Saturday except December. This will be provided to the Arch Street Meeting house staff so space can be reserved.

Dates: January 20, February 17, March 17, April 21, May 19, June 16, July 21, August 18 (Hold-only for a called meeting or call), September 15, October 20, November 17 and December 8.

7. Ratification of transactions made over the summer.

Over the summer, two transactions were conducted via email. The Council formally ratified these actions.

- a. Transfer of the Jeanes Cremation Fund to PYM--Following on its preliminary approval in July, the Administrative Council ratified its approval of the transfer of the Jeanes Cremation Fund from the Trustees of Green Street Monthly Meeting to PYM.**
- b. Arch Street Meeting House Preservation Trust--Following on its preliminary approval in July, the Administrative Council ratified its approval of trust bylaw revisions and the appointment and/or reappointment of trustees recommended by the Trust.**

8. Report on Transfer of the Burlington Meetinghouse to Burlington Quarter

At Annual Sessions, Friends approved the transfer of the Burlington Meetinghouse to Burlington Quarter. On September 5, representatives of PYM and Burlington Quarter met for the formal signing of documents necessary to complete the transaction. PYM Representatives present included: Harry Bryans, Penny Colgan-Davis, Christie Duncan-Tessmer, Bruce Haines, Linell McCurry, and Richard Morse. The transfer was scheduled to become effective on September 17, when Burlington Quarter would appoint new trustees.

Resignation of PYM's trustees, including Penny Colgan-Davis, Andrew Anderson, and Bruce Haines, would become effective on the 17th as well, once the Burlington trustees were appointed. The Council's Sprint, whose members included Christie Duncan-Tessmer, Bruce Haines, Harry Bryans, Richard Morse, and Suzanne Day, and staffed by Linell, will also be laid down.

The Administrative Council minuted its appreciation for the efforts of Harry Bryans and Richard Morse in bringing about this transaction, including Harry's wonderful presentation regarding this process at Annual Sessions.

9. Miscellaneous updates and plans for the Administrative Council

- a. PYM's Nominating Committee is aware of the openings on the Administrative Council.
- b. Tom Peterson will be rotating off following this meeting.
- c. The Governance Committee has received three suggestions for new members of the Personnel Committee, and will be taking action on this in the near future.
- d. At the recommendation of the Governance Committee, the Council approved the nominations of Paula Cell and Linda Lotz to be co-clerks of the Personnel Committee, effective October 1, 2017.
- e. Committees which exist under the Council's authority will be asked to present annual reports to the Council in October and November.
- f. A member suggested that the Council's monthly meetings begin at 9:30 AM, to provide more time for deliberations. Due to extended travel time for several Council members, it was agreed to continue meeting at 10 AM.

Respectfully submitted,
Linda Lotz