

**Philadelphia Yearly Meeting Administrative Council**  
**Saturday, March 17, 2018**  
**Approved Minutes**

Present: Andrew Anderson, Julian Brelsford, Harry Bryans, Penny Colgan-Davis (*ex-officio*, PYM Clerk, Christie Duncan-Tessmer (*ex-officio*), Bruce Haines, Ventina Hershey (on phone), Linda Lotz, Linell McCurry, Terri Whiteford

Regrets: Richard Morse, tonya thames taylor, Roy Zatcoff

1. PYM Annual Report

General Secretary Christie Duncan-Tessmer described the creation of a four-page Annual Report that summarizes PYM activities and 2017 financial information. Given current database challenges, it will be sent out to a limited mailing list this year with the goal of sending to the full membership next year.

2. Planning Anti-Racism Work

Christie lifted up a question/concern that the Councils need to look at how to have anti-racism be a planned and structured part of our yearly meeting's work. This work has been seen as too important to be put "aside" into a single committee, but it may not be healthy to have it simply spread among everyone without a specific plan.

3. Agenda

**We approved the Agenda.**

4. Minutes of February 17, 2018

**We approved February's Minutes** with minor changes.

5. Finance Committee report

- a) Linell McCurry reported on the December 2017 Quarterly Financial Statement. PYM's balance sheet is healthy. Spending in the quarter was slightly below budget. Some staff positions were unfilled. PYM engaged an HR consultant during the quarter, which did not greatly affect the financial bottom line but put the consultant expense into the category of Professional and Service Fees.
- b) Treasurer Andrew Anderson reported that Finance Committee had approved the General Secretary's request for \$2,500 in capital spending for hardware enabling videoconference meetings (with in-person participation at the same time, if desired) by PYM groups at 1515 Cherry Street and Arch Street Meeting House.
- c) The Finance Committee recommended that \$150,000 in cash be invested in the Consolidated Fund portion of PYM's Operating Reserve. Controller Cliessa Nagle reported that the \$150,000 was cash over and above what PYM needed for operational liquidity at December 31, 2017. With this addition, the Operating Reserve would reach its target of

\$1.2 million, set at Annual Sessions 2014 when then-treasurer Ron Ploeg proposed holding approximately six months' worth of operating expenses. Finance Committee was excited at the prospect of PYM "refilling the granaries" and taking the Operating Reserve from zero at the end of the financial crisis to its \$1.2 million goal. **Administrative Council approved the investment in the Operating Reserve.**

6. Governance Committee report

Governance amended PYM's Conflict of Interest Policy to include the "appointed committees and subcommittees" of Administrative Council, Nominating Council and Quaker Life Council, and the amended policy was presented for approval here. **The council approved the amended policy with minor edits based on our discussion.** We left for the future the question of whether to include PYM sprints in the policy, since each sprint may or may not have any task that would make the conflict of interest policy relevant to them.

7. Administrative Council Report to PYM March 24 Continuing Sessions

We appreciated and approved the clerk's draft report and suggested some additional information to share with the body. Among the information that Bruce might consider adding to the report is a description of the Council's current work, which would include preparation of the 2019 budget for Annual Sessions, completion of the Personnel Policy Handbook and a goal-oriented evaluation of our progress on the 2015 strategic plan and PYM's priorities.

8. Executive Session to Receive General Secretary Evaluation Report

The Council moved into executive session at 12:30 PM to receive the report.

Julian Brelsford, serving temporarily as Recording Clerk