

Philadelphia Yearly Meeting Administrative Council
Saturday, April 21, 2018
Approved Minutes

Present: Andrew Anderson, Harry Bryans, Tony Capozzoli, Suzanne Day, Christie Duncan-Tessmer (*ex-officio*), Bruce Haines (clerk), Linda Lotz, Linell McCurry, Richard Morse (recording clerk), Barry Sloane, tonya thames taylor (by phone), Terri Whiteford, and Roy Zatcoff (by phone).

Regrets: Julian Brelsford, Ventina Hershey, and Erika Juran.

After the joint worship with Quaker Life and Nominating Councils and Christie Duncan-Tessmer's monthly report, we started our meeting at about 11:35 AM.

1. Minutes from March 17, 2018

Minutes from March 17, 2018, were approved.

2. Sprint on the Minutes Process for Yearly Meeting Sessions

The sprint was laid down with appreciation as a result of the approval of their recommendations at Continuing Sessions on March 24, 2018. The final recommendation in the report was "the sprint recommends that Administrative Council convene a new sprint to develop and implement training and orientation material for stakeholders."

The same people were reappointed by Admin Council as a new sprint to monitor the new arrangement for taking and reading back minutes at Sessions. This includes developing and implementing training and orientation material for recording clerks and other stakeholders, i.e., those at the clerks table, presenters and the body. It was recommended that the new system of taking minutes should incorporate a statement at the beginning of Sessions business meetings to remind the body as to what the minutes are and are not. This statement will be part of guidelines that will be developed by the sprint. The sprint should make use of consultants, if needed, on a temporary basis. Additional members recruited by the sprint will be appointed by Admin Council. The charge and scope for this sprint will be developed in more detail including designation of staff and financial resources to be made available. The approved members of the new sprint are the same members as the previous sprint: Suzanne Day, Jim Herr, John Lavin, Linell McCurry and Terri Whiteford, convener.

3. Arch Street Memorandum of Understanding (MOU)

Christie Duncan-Tessmer discussed the MOU: The document dated April 17, 2018, was distributed to Admin Council earlier in the week. It has been reviewed by the Arch Street Preservation Trust (ASMHT) and they are ready to sign the present draft. The Monthly Meeting of Friends of Philadelphia (MMFP) saw a draft several years ago, so they would need to review it again. Another guiding document listing roles and responsibilities is being prepared to provide more detail around such things such as maintenance, communication, the docents program, authority for various actions and decisions, etc. Fund raising for ASMHT will be separate from PYM using their own donor data base.

Christie received a number of comments and suggestions. The level of detail was appreciated since “Good fences make good neighbors.” Roy Zatcoff and Harry Bryans agreed to work with her on a revised MOU in advance of the May 19 Admin Council meeting.

4. Multicultural Audit

A progress report by tonya thames taylor was provided. The timeline is lagging after some questions were raised on the first draft of a Request for Proposal (RFP) after the March 24 Continuing Sessions in Harrisburg. There is no report on the timeline at the moment. The RFP has been seen by the Steering Committee, but it is still a rough draft. A finalized draft will need to be reviewed again by the Steering Committee. A list of consultant candidates is being assembled. Any recommendations of potential consultants should be directed to tonya thames taylor. After the RFP is sent to a selected list of consultants, it will be posted on pym.org. The Finance Committee will be informed as costs are known.

5. Group Discussion

The group discussed various personnel issues.

Richard Morse, recording clerk