

**Philadelphia Yearly Meeting Administrative Council**  
**Saturday, September 15, 2018**  
**Approved Minutes**

Present: Harry Bryans, Tony Capozzoli, Christie Duncan-Tessmer (*ex-officio*), Bruce Haines (clerk), Linell McCurry, Richard Morse (co-recording clerk taking minutes today), Barry Sloane, and Terri Whiteford. By Phone: tonya thames taylor and Linda Lotz. Chris Lucca and Andrew Anderson were present for the joint session and then attended the Quaker Life Council Meeting.

Regrets: Roy Zatcoff and Erika Juran.

1. The **Agenda** was reviewed and approved.
2. **Minutes for the July 14, 2018**, Administrative Council meeting were approved.
3. The fiscal year ends September 30, 2018. Admin Council members were reminded of the expectation for some donation to the **PYM Annual Fund**, even if it is a small amount. The goal is 100% participation by Admin Council members.
4. **Clerk's Report and Issues**

There has been some threshing of ideas to encourage greater PYM inter-connection throughout the year. A memo entitled, "*Recurring Topical Meetings*" was emailed earlier to both Admin and Quaker Life Council (QLC). Though not noted, it was authored by Christie Duncan-Tessmer. It was noted that there had been a problem with Interim Meeting attendance with only 50-75% of monthly meetings represented. The Long-Range Plan included a proposal for Bridge persons representing each monthly meeting who would keep the monthly meetings in touch with PYM. This has not yet been implemented but is under discussion now in QLC. Questions raised included the following:

  - a. Who would lead this? One possibility would be Sessions Planning Committee.
  - b. What other resources would be needed for planning and leadership of extra sessions?
  - c. Who decides the topic for these sessions?
  - d. The contribution of this toward more PYM fellowship is attractive beyond present Continuing and Summer Sessions happening three times a year.
  - e. These proposed extra sessions would not include a business component. They would be subject oriented and combined with fellowship.
  - f. The suggestion is for either Saturday or Sunday sessions. Sunday would be competition with quarterly meetings. Maybe a PYM session could be combined or coordinated with a quarterly meeting session.

No decision was made today since this was just threshing on the idea.
5. The **Admin Council Schedule for 2019** was approved as distributed. Meetings for the rest of 2018 are Oct. 20, Nov. 17 and Dec. 15.
6. **Update from the Multicultural Audit Steering Committee**

A brief report by tonya thames taylor included notation that a three-day weekend retreat is being planned by the committee for the near future.

7. **Governance Committee**

- a. Two nominations to the **Personnel Committee, Terrance Williams and Ginny Connelly, were approved**. tonya thames taylor stood aside.
- b. A self-assessment is being planned for both Admin Council and QLC. We are into the fourth year of the new structure approved from the Long-Range Planning Group proposal in Summer Sessions of 2014. Part of the assessment is the question of how the current structure meets PYM's current needs. A handbook developed by the Implementation Committee is in use but still is considered a draft. It was suggested that it should be formalized as an approved document even if changes need to be made later.

8. **Minutes Training Sprint**

Terri Whiteford reported that the Sprint is working on a survey of recording clerks as a start to determining training and support material and as a way to identify recording clerks who wish to mentor others. A document "*PYM Discernment and Expectations*" was circulated at Annual Sessions. A similar document at Britain Yearly Meeting was a helpful resource. The document includes a query for suggesting changes in the minutes, "Is it good enough?" This query was very helpful at Annual Sessions in streamlining minute approval. We are receiving feedback from recording clerks, including the concern that more recording clerks are needed. A workshop on minute taking at Annual Sessions also provided helpful feedback.

9. A **June 30, 2018, financial report** was distributed ahead of the meeting and discussed briefly by Linell McCurry.

10. **Operating Reserve Policy**

Finance Committee's Recommended Operating Reserve Policy was distributed before the meeting. Guidelines were based on a nonprofit best practice "toolkit" from the Nonprofit Operating Reserves Initiative. At Annual Sessions 2014, PYM approved holding approximately six-month's worth of expenses as an operating reserve. This policy document was **approved**.

11. **Reflections on 2018 Annual Sessions**

The "*Last 15 Minutes*" initiative that Young Adult Friends will take on was discussed. Berks County Detention Center is incarcerating immigrants and this activity is being protested. The Body encouraged the Young Adult Friends group to continue to take the lead on this protest.

12. **Nominating Council's At-large Members**

Governance Committee is working on appointing the five at-large members that we are responsible for recruiting.

13. **Nomination of Admin Council Members**

Admin Council can also suggest members to Nominating Council for their consideration and then appointment by Sessions.

14. **Closing Worship** began at 1:08 PM.

Richard Morse, recording clerk