

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

Present: Andrew Anderson, Emily Blanck, Recording Clerk *pro tem*, Harry Bryans, Tony Capozzoli, Bruce Haines, Clerk, Linell McCurry, Richard Morse, tonya themes taylor, Terri Whiteford, and visitor Ken Park, Clerk of the PYM Granting Committee. And by phone, Linda Lotz, Barry Sloane, and Roy Zatcoff.

Regrets: Christie Duncan-Tessmer (*ex-officio*), who attended Quaker Life Council, and Erika Juran.

Clerk Bruce Haines reviewed the all-council meeting that preceded Admin Council for Friends on the phone. Bruce reported that there was rich worship, followed by a report from General Secretary Christie Duncan-Tessmer, especially about her attendance at the annual consultation of the Conference of National Black Churches. Discussion after the report had to be cut short so that the individual council meetings could begin. Managing that break will be a matter for the council clerks.

**1. Friends reviewed the agenda, which was accepted.**

**2. Minutes from November 17** were not yet complete and held over until January.

**3. Granting Committee Report**

Ken Park shared a written Granting Committee report. The Granting Committee has PYM's nine granting groups under its care: Greenleaf, Aging Assistance, Committee on Friends Education, Indian Committee, Willits Book Trust, Membership Development, Travel & Witness, Quaker Buildings & Programs, and Fund for Sufferings. For the Sept. 30 fiscal year, granting groups distributed 369 grants totaling \$961,220. Liaisons from the committee to the granting groups report on work done and issues raised. The committee hosted Grant Maker's Celebrations in March and October, which brought the granting groups together for their own meetings and for shared lunch and program.

The Granting Committee established subcommittees on Governance, Appointments and Publicity. Last year, Governance completed a handbook and posted it online.

<https://www.pym.org/grants/wpcontent/uploads/sites/83/2018/11/PYM-Granting-Committee-Handbook.pdf>

Governance also established a conflict of interest policy and worked with Quaker Life Council to craft a policy to allow granting groups to apply for funds for program uses. Appointments made eight new appointments and 17 reappointments to granting groups. Publicity worked tirelessly on making <https://www.pym.org/grants> an effective tool to find and apply for grants.

As noted in the report, the granting groups distribute income from 34 endowment funds, according to their donor restrictions. The exception, Membership Development, uses unrestricted funds. Asked about the John Martin Trust, Ken explained it is a relief fund belonging to Monthly Meeting of Friends of Philadelphia (Arch Street) to which monthly

meetings in PYM can apply for the benefit of their members. John Martin Trust is listed on the PYM website under Grants Beyond PYM.

Ken noted the committee's 2019 Goals. Governance will develop and conduct a Granting Committee self-evaluation about subcommittee structure, strategic goals and how systems are working. They are also discussing how to better connect to quarterly and monthly meetings.

Ken Park left the meeting with thanks for his report and the Granting Committee's work.

#### **4. Finance Committee Report**

On Dec. 10, our accountants, Kreisler Miller, reported on audited financial statements for the FY ended Sept. 30, 2018. Once again, the auditors gave an unqualified or "clean" opinion. Treasurer Andrew Anderson and Associate Secretary for Business Linell McCurry summarized:

- PYM's balance sheet saw little year-to-year change in net assets, except for investment gains. The FY 2017 balance sheet did not include Burlington Meeting House. PYM conveyed BMH to Burlington Quarter on Sept. 17, 2017.
- The income statements included 11.5 months of BMH activity in FY 2017 restricted and unrestricted spending. The FY 2018 bottom line was just above breakeven, as planned.
- The financials will be posted on the website in early 2019 with summary graphics.

In discussion, Friends noted the continued softness in covenant and annual fund contributions as a cause for concern and development work. In response to a question, Linell said that PYM maintains a commercial checking account for operations and a money market deposit account for restricted fund income. Both are at high-quality financial institutions. PYM's investments are at Friends Fiduciary or held by third-party bank trustees.

Roy Zatcoff reported the Governance Committee is working to create a charge for the Audit Committee. Audit was set up in Fall 2015 in the first months of the new structure but has not been reviewed since. Nonprofit audit committee structures can vary. Andrew offered his and the Finance Committee's support for that discernment.

#### **5. Governance Committee Report**

The committee met in December and has the self-assessment moving forward. A survey of Admin Council members will be sent out sometime in the new year.

Governance accepted the charge to create a Development Committee, as approved by Admin Council in November. They chose to start by forming a Sprint to develop the committee charge, as well as work on some short-term items. Georgette Hamadi of Abington MM, Director of Corporate & Foundation Giving at the Barnes Foundation, will clerk the Sprint, joined by Admin Council members Roy Zatcoff and Bruce Haines, Major Gifts Officer at the Science History Institute.

#### **6. The meeting closed with worship.**

Emily Blanck, recorder *pro tem*