

Philadelphia Yearly Meeting Administrative Council
Saturday, March 16, 2019
Approved Minutes

Present: Andrew Anderson, Emily Blanck, Harry Bryans, Tony Capozzoli, Christie Duncan-Tessmer (*ex-officio*), Bruce Haines, Linda Lotz (Zoom), Chris Lucca, Linell McCurry, Richard Morse, tonya thames taylor, and Terri Whiteford (Zoom)

Regrets: Erika Juran, Barry Sloane, and Roy Zatcoff

1. The **agenda** was reviewed and **approved**.
2. **The minutes of February 16, 2019, were approved.**
3. April Meeting re-scheduled for April 13
Several Friends reported conflicts for Saturday, April 20, and **we agreed to meet on Saturday, April 13, 10:00 am.**
4. Finance Committee
Linell McCurry reported on the December 2018 draft financials. Closing the books for the quarter took additional time because Your-Part-Time-Controller (YPTC) did work to streamline accounting system processes and generate information with less manual modification.

The balance sheet remains strong with little change since the fiscal year end of Sept. 30, 2018. Overall spending in the December quarter was on budget. Professional and Service Fees were above budget because YPTC's engagement is treated as a professional expense.

At its March meeting, Finance Committee warmly received a report from Christie Duncan-Tessmer about continued use of Your-Part-Time-Controller (YPTC). YPTC has filled the responsibilities of PYM's Controller since November and has implemented a range of process efficiencies. YPTC is also serving as consultants for several Finance Committee-approved capital software projects around reporting and budgeting, which will strengthen the financial infrastructure at PYM and Arch Street.

Treasurer Andrew Anderson reported that Finance Committee has been watching the volatility of the financial markets all winter. After review and discussion, the Committee approved the following Minute in March:

In the context of the legal and factual background, the Finance Committee affirms (a) PYM's historic policy of investing restricted and unrestricted accounts over which it has investment authority, other than current assets, on a total return basis, (b) investing such accounts in the Quaker Growth & Income Fund (the "Fund") maintained by the Friends Fiduciary Corporation, and (c) remaining so invested without reference to intermediate fluctuations in the prices of assets held by the Fund.

Finance also considered it in order to invite Friends Fiduciary's Executive Director and/or the Chief Investment Officer to make a presentation to Administration Council in the near

future. In years past, under the old structure, this was a matter of course with FOWG (Financial Oversight Working Group).

We received the report. Friends Fiduciary will have an annual meeting on April 24 that Admin Council members are encouraged to attend. **We agreed that it would be good to invite someone from Friends Fiduciary come to an Administrative Council meeting.**

5. Personnel Committee

Co-clerk Linda Lotz reported. Personnel Committee brought a Staff Voice Policy to Admin Council last spring and it has been threshed over the last year with PYM staff, new HR staff, and the body of PYM. The Committee now recommends to the Administrative Council that the policy be deleted from the staff handbook. While discussions regarding this policy have at times been difficult, they created an opportunity for staff and committee members to examine more deeply the factors contributing to a healthy, inclusive and anti-racist culture and implementing procedures that build and maintain that culture. These discussions have had a positive impact for staff. **We accepted the recommendation to delete the policy.**

A new staff handbook will be ready for Admin Council to review at its April meeting. The new handbook sets up a clear and holistic grievance policy and process under the section of conflict management. In addition, office culture and communication have been deliberately changed to expand access to information and opportunities to contribute to decisions.

6. Governance Committee

The nomination of Jonathan Sprogell was approved to a new 2022 panel of the Arch Street Meeting House Preservation Trust Board.

7. Annual evaluation of the General Secretary

Bruce reported the review process will be begun with a committee soon.

8. Closing Worship began at 12:46 PM.

Emily Blanck, recording clerk