

**Philadelphia Yearly Meeting Administrative Council**  
**Saturday, April 13, 2019**  
**Approved Minutes**

Present: Andrew Anderson, Barry Sloane (Zoom), Bruce Haines, Chris Lucca, Christie Duncan-Tessmer (*ex-officio*), Harry Bryans, Linda Lotz (Zoom), Linell McCurry (*ex-officio*), Richard Morse, Roy Zatcoff (Zoom), Terri Whiteford, and Tony Capozzoli

Regrets: Emily Blanck, Erika Juran, and tonya thames taylor

1. **The minutes of March 16, 2019 were approved.**

2. Bruce reported that Friends Nikki Mosgrove of Trenton Monthly Meeting and Jim Waddington of Salem Monthly Meeting are new members of the Administrative Council.

3. Personnel Committee

Co-clerk Linda Lotz brought forward a new staff handbook for Admin Council review. Linda reported that 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. Linda explained that this is an interim document, and the next phase would include a review with a lens of institutional racism. Linda thanked the Personnel Committee and PYM staff for their work on the current policy document.

Friends shared concerns and suggestions around specific processes for grievance hearings, and after discussion found unity to **approve the draft staff handbook as written.**

Linda asked to be released from Administrative Council duties as of July, and will remain on Personnel Committee as co-clerk.

4. General Secretary's Report

Christie presented highlights from the General Secretary's report and themes that arose during Continuing Sessions. It is the fifth anniversary of Yearly Meeting having adopted its Strategic Plan. The purpose has been to simplify our governance structure so that we can focus on ministries and Friends coming together.

At Continuing Sessions concerns were raised whether Friends across Yearly Meeting have enough opportunity to meet in person. Discussion followed, including potential roles for Quarterly Meetings to bring individuals together. Chris suggested that session on meaningful engagement would be welcome during this year's Annual Sessions.

National Council of Churches, ACT Now to End Racism initiative

Council received a letter from John Dorhauer, chair of the governing board of the National Council of Churches (NCC). The letter lifts up Christie's leadership in the A.C.T. Now movement to end racism, and asks for Administrative Council's agreement that Christie serve on a new Advisory Committee to advance the A.C.T. Now to End Racism initiative as a priority for the NCC.

Friends **approved**, followed by a discussion of ways that Administrative Council and PYM staff could better support Christie in this effort.

5. PYM Clerks' Job Description Sprint, First Reading

Sue Petrocelli (Governance Committee) and Harry Bryans brought forward the Sprint's report. The report touched on core responsibilities and workload, and offered recommendations for training and support for the Presiding Clerk. The report will be shared with Quaker Life Council and Nominating Council for their feedback and input.

The Admin Council received an open letter from six former clerks of the yearly meeting with great appreciation for their care for our spiritual community. We hope that it will be circulated broadly within the Yearly Meeting and that it is received in a spirit of loving reflection.

6. Finance Committee

Andrew reported on the budgeting process; a draft budget is expected in May.

Pemberton Bequest - Ground Rents Stortz Property

Linell reported on an agreement reached between Friends Fiduciary Corporation (FFC) and John Stortz regarding property that has been owned by the Stortz family for several generations, which may have been subject to ground rents from the mid-1700's. These rents were payable to both FFC (for the Indian Committee of PYM).

There is lack of clear records and apparent lack of enforcement of the ground rents for many decades. With advice of legal counsel, FCC has agreed to a settlement of \$7,500 for the extinguishment of ground rent rights. These funds, less legal fees, will be added to the Indian Committee Fund of PYM.

Friends **agreed with FFC's decision to settle this matter.**

7. Reporting out from March Continuing Sessions and Follow-up Issues

Chris brought forward the question of next steps for the work of Multi-Cultural Steering Committee. The PYM body did not reach unity on the MASC proposal to hire a consultant to conduct an audit. Rather, they asked for more time to consider the MASC audit proposal and the FGC internal audit report. The topic will be brought forward again at July sessions.

The path forward to reconcile the MASC proposal and FGC report requires that members of all councils read the MASC proposal and FGC report. Friends agreed to take up the topic again at the May meeting. Richard distributed the FGC report to members of Admin Council.

Respectfully submitted,  
Tony Capozzoli, recording clerk