

Philadelphia Yearly Meeting Administrative Council
Saturday, December 14, 2019
Approved Minutes

Attending: Andrew Anderson, Emily Blanck (recording clerk), Harry Bryans, Tony Capozzoli, Linell McCurry, Richard Morse, Nikki Mosgrove, Jonathan Rhoads, tonya thames taylor (via Zoom), Jim Waddington, Terri Whiteford (clerk), and Roy Zatcoff (via zoom). Wally Evans, clerk of Arch Street Meetinghouse Preservation Trust, joined us for part of the session.

Regrets: Christie Duncan-Tessmer was travelling; Chris Lucca attended Quaker Life Council.

1. The agenda was reviewed and **approved**.
2. The Minutes of November 16 were **approved**.
3. Wally Evans reported on Arch Street Meetinghouse Preservation Trust
 - a) The Trust's accomplishments in 2019 included a Marketing & Communications Plan to move Arch Street from "hidden gem" to must-see "sparkling jewel." A Master Space Plan is supporting improvements to the inside and outside, including stronger signage to direct and educate visitors. Wally thanked the Arch Street volunteers who are essential to a positive visitor experience. The East Room is focused on enhanced exhibits and event space, as well as the needs of the Monthly Meeting of Friends of Philadelphia. Arch Street was designated an *International Site of Conscience*, part of a global network of 275 historic sites and museums connecting past struggles to today's human rights movements.
 - b) Issues include the entire management staff of Arch Street moving on. An Interim Executive Director has been hired. The Trust continues to work on developing a stronger and clearer relationship with the Monthly Meeting, including a roles and responsibilities document and an operations handbook, which will support the Meeting's needs into the future. The East Room lighting project was delayed because of the delivery time for fixtures, but work was resumed this month.
 - c) The Trust's plans for 2020 include hiring a new Executive Director with a focus on development and making recommendations on staff structure. A new Business Plan will help the Trust ascertain the financial impacts of various programs that it oversees. The 20-year capital plan needs re-evaluation.

Wally left the meeting with thanks for his report.

4. We reviewed and **approved the Minutes of Concern Policy**

Governance Committee recommended that Council approve the Minutes of Concern Policy, which had been approved by Quaker Life Council in June. The policy covers Letters of Introduction, Minutes of Concern, Minutes of Religious Service, and Minutes of Travel for Religious Service. We requested that the bullets be replaced with numbers and/or letters for easier reference. PYM will distribute the new policy to monthly and quarterly meetings and post it on the website.

5. Finance Committee

The Reinvestment Fund sent final documents for its Impact Accelerator Fund to PYM and Friends Fiduciary. The Fund's closing date is targeted for January. PYM has made a soft-circle commitment of \$1 million to be invested through Friends Fiduciary. As reported to Annual Sessions in July, the Impact Accelerator Fund will provide bridge loans to community development projects. Finance asked for delegated authority to make a commitment if the closing deadline comes before Admin Council's next meeting on January 18, 2020, and if Friends Fiduciary remains committed to the investment. **We approved giving Finance Committee delegated authority to commit to the Fund under those conditions.**

6. Property Committee

Friends Center is planning to renovate the historic 1520 building on the west side of the Race Street Courtyard. Financing requires approval from the three equity partners, including PYM. We agreed Executive Director Christopher Mohr could make a presentation about this in January.

7. Personnel Committee

a) Administrative Council **approved** a subsidy toward the cost of health insurance for regularly scheduled part-time employees who do not meet the benefits threshold of 20 hours per week. The policy will be added to the staff handbook. Friends asked that the General Secretary provide more information about staff benefits.

b) The **nomination of Laura Boyce** to serve on Personnel Committee was **approved**.

8. Sprint updates

a) Governance Review – Harry Bryans reported that a draft of the charge for the governance review was sent to the Governance Committee and they are working on it together. We should have it next month.

b) Five-Year Plan Review and Refresh – As part of defining the charge, Jim Waddington reflected on the five-year plan approved at 2014 Annual Sessions. We discussed elements of the extent and goal of the review of the five-year plan. Jim and Nikki Mosgrove are working on a description of the charge, with resources needed, accountability, and timeframe.

9. Recruiting strategy

There are open seats on Administrative Council and several of our committees. It is all of our responsibility to find more people to serve. Perhaps go to Quarterly Meeting and share the work that PYM is doing in the Councils: Administrative, Quaker Life and Nominating. Richard Morse reported that he is still seeking suggestions for names for open seats on the Granting Committee, which Admin Council appoints.

10. Admin Council donations to the PYM Annual Fun are an important part of our role as leaders.

11. Admin Council 2020 Calendar will add Fall and Spring Continuing Sessions.

Closing Worship at 12:35 PM
Emily Blanck, recording clerk