

Philadelphia Yearly Meeting Administrative Council
Saturday, January 17, 2020
Approved Minutes

Attending: Emily Blanck (recording clerk), Harry Bryans, Tony Capozzoli (via zoom), Christie Duncan-Tessmer (*ex-officio*), Linell McCurry, Richard Morse (via zoom), Jonathan Rhoads, tonya thames taylor (via zoom), Jim Waddington, Terri Whiteford (clerk).

Ken Park, Granting Committee clerk, joined us for part of the session. Treasurer Andrew Anderson attended Quaker Life Council.

1. The agenda was reviewed and approved.
2. The Minutes of December 14, 2019, were approved.
3. Ken Park's FY 2019 report on the Granting Committee was accepted.
Ken shared the Granting Committee annual report. The 11 granting groups under the Granting Committee's care granted out \$954,322 in FY 2019. Governance subcommittee oriented themselves around Nicholas Gutkowski, who became PYM's Director of Grant Making in June 2019. A cross functional group is working with Greenleaf granting group to improve the relationship with them. The Committee now has a handbook and all grant makers will be sent a copy of their handbook, rather than depend on the online version. The report includes a self-evaluation. The Granting Committee is working on marketing the grants to help people across PYM understand what is available. The Granting Committee has open seats and is seeking members for the Granting Committee and granting groups.
4. Finance Committee
 - a. Finance Committee reviewed The Reinvestment Fund (TRF) documents, developed questions that were sent to Friends Fiduciary (Jeff Perkins) and TRF, and are awaiting a response. The Finance Committee is approved to take action on TRF under the same conditions that were approved by Admin Council at the December 2019 meeting if decisions must be made before the next Admin Council meeting on February 15.
 - b. Audit will be ready for presentation at the February Admin Council meeting.
5. Property Committee charter was approved.
Property Committee presented the draft property committee charter for approval. **It was approval with one change:** Delete: Duties 2a) Attendees will meet with an attention to participatory clerking. This will be added to the Admin Council handbook.
6. Personnel Committee
 - a. Personnel Committee updated the parental leave policy approved in November with updates recommended by PYM legal counsel, which align the parental leave policy more closely to short term disability with respect to paid time off. **The new parental leave policy is approved.**

- b. Personnel Committee shared a new sabbatical leave policy for approval. There is precedent across other yearly meetings in the US as well as non-profit, academic, and commercial businesses to support the benefits of a sabbatical leave policy. The sabbatical leave policy allows staff who have served 10 consecutive years to take a 3-month sabbatical with full pay. There was a request to have a document with a summary of the benefits for staff to put this benefit in perspective. There is support for the policy with a request for the Personnel Committee to review three aspects:
 - i. Review “1) Eligibility,” on “Calculation of consecutive service will not include time taken off for approved paid or unpaid leave” to clarify how to define consecutive service.
 - ii. Review “1) Elements of a Sabbatical Plan.” Clarifying the difference between the institutional plan and individual plan. And specifically at, 1.e) the language on whether the employee needs to have an individual sabbatical plan.
 - iii. Consider adding language regarding an expectation to return to work at PYM and the potential impact of the Pennsylvania law for ‘at will employment.’

7. Sprint Updates

- a. **Governance Sprint Charter submitted for approval and was approved** with following change:

Under “Duties, 5” the sprint will be asked to report every month.
Governance Committee will provide recommendations on people for the sprint for approval in February.
- b. Jim Waddington reported that he is working with Nikki Mosgrove on the charge for the Five-Year-Plan Review and Refresh Sprint.
- c. **Sprint Governance Structure to address Anti-Racism Corporate Ministry plan was submitted and no one is standing in the way for this moving forward.** The process includes training from Prototype Entities to prepare these individuals in the work. The staff will contact the recommended individuals to invite and encourage their service on the sprint. Following regular conversation with Terri, as the clerk of the Admin Council, the group composition will be brought forward in February.

8. Terri Whiteford provided the Administrative Council Evaluation and asked everyone to read and offer recommendations for changes. We will discuss the evaluation and recommendations in February.

9. We were asked to sign Conflict of Interest form and send to Linell McCurry for record keeping.

10. Admin Council 2020 Calendar will be sent. Next meeting will be February 15.

Closing Worship at 1:04 PM
Emily Blanck, recording clerk