

Philadelphia Yearly Meeting Administrative Council
Saturday, March 21, 2020 (via Zoom)
Approved Minutes

Present: Andrew Anderson, Harry Bryans, Tony Capozzoli, Christie Duncan-Tessmer (*ex-officio*), Linell McCurry, Richard Morse, Jack Rhoads, tonya thames taylor, Jim Waddington, Terri Whiteford.

Regrets: Emily Blanck, Nikki Mosgrove, Roy Zatcoff.

1. We **approved** the minutes of February 15, 2020.
2. Wellness Leave of Absence Agreement and Communications Status
Admin Council **approved** the agreement by email on March 11. Terri reported on communication of the wellness leave distributed through the PYM website.
3. Finance Committee update
 - a. Audit: The FY 2019 audited financials were accepted by the Audit Committee and issued on March 6.
 - b. Review of Executive Salaries: The General Secretary regularly benchmarks staff salaries below the Associate Secretary level with nonprofit salary reports. We discussed having objective benchmarking data for executive salaries as part of the budget process. We released and authorized Finance Committee to gather this data and include executive salary benchmarking in the budget process.
4. Sprint Updates
 - a. Five-Year Plan and Governance Review Sprint: Terri reported that Governance Committee is working on staffing this sprint. We expect to have people to nominate in the next month or two.
 - b. Diversity and Inclusion Sprint: Terri reported that work is continuing on populating this sprint. We are still hearing back from potential sprint members on their availability and capacity to serve.
5. Personnel Committee.
Sabbatical Policy: We discussed areas of the proposed policy that may need revision or clarification. We asked Terri and Harry to revise parts of the policy language for review at our March meeting.
6. Admin Council Evaluation
We reviewed results of the Admin Council self-evaluation, discussing areas and ideas for improvement. The review and discussion will continue at our April meeting.

Tony Capozzoli, recording clerk