

Philadelphia Yearly Meeting Administrative Council
Saturday April 18, 2020
Approved Minutes

Meeting via Zoom due to quarantining of COVID-19

Attending: Andrew Anderson, Harry Bryans, Tony Capozzoli, Linell McCurry, Richard Morse, Nikki Musgrove, Jonathan Rhoads, tonya thames taylor, Jim Waddington, Terri Whiteford, and Roy Zatcoff. Christopher Mohr, Executive Director of Friends Center Corporation, joined for part of the session.

1. The agenda was reviewed and **approved with the addition of an additional item on Governance.**
2. The Minutes of March 21 were **approved with typographical errors fixed.**
3. Governance and Nominating
 - a) Due to the COVID-19 crisis, the Yearly Meeting did not conduct business sessions at March 28 Continuing Sessions and did not have the opportunity to approve nominees from the Nominating Council.
 - b) The Admin Council would like to see the names for Admin Council nominees ahead of time so those Friends can serve on committees and can attend our Council Meetings. The attenders must recuse themselves for sensitive issues and from decisions. They can be appointed to committees and would have an introduction with the clerk of the council.
4. Friends Center Update – Chris Mohr

Chris offered a report and update on progress at Friends Center. In addition to sharing FC operation under the COVID-19 Crisis, Chris reported that they have 19 tenants. Friends Center is planning a major renovation and shared their project to renovate of 1520 Race Street Building. It was built in 1840s, added to in 1870s, and last renovated in 1970s. It is not handicapped accessible. Friend Center is 501C3 nonprofit owned by three equity partners, PYM, Central Philadelphia Monthly Meeting, and AFSC. The board is appointed by the three partners, and PYM would need to approve any funding for the renovations. The estimated cost of the project is \$3.5-4 million, and they are exploring a variety of funding sources.
5. Informational Updates – Terri Whiteford
 - a) General Secretary Wellness Leave.
The General Secretary's leave began April 9, 2020.
 - b) Presiding Clerk Job Description
The new presiding clerk description is now being used by Nominating Council for a search for a new presiding clerk.
 - c) Joint Governance Committee
Anthony Stover and George Rubin will join Governance Committee so that it is a joint committee of Administrative Council and Quaker Life Council.

6. Finance Committee – Linell McCurry and Andrew Anderson
 - a) SBA Loan under Paycheck Protection Program
 - Administrative Council approved a minute authorizing the Associate Secretary for Business & Finance to borrow funds under the Paycheck Protection Program from Citizens Bank. We expect the loan to be forgiven in full.
 - Noted that the loan will protect our organization in the long term.
 - Minute of appreciation for Linell and the Finance Committee in quickly applying for these funds.
 - b) Budget approval process

The FY 2021 Budget will come to sessions in July for Approval. We will plan on doing a budget presentation at Sessions and will send the budget with substantial information in advance to monthly meetings. We will add a Zoom information session hosted by the Treasurer to help Friends understand the budget, in advance of Sessions.
7. Sprint Updates – Terri Whiteford

Five Year Plan and Governance Review Sprint and the Diversity and Inclusion Sprint are still being considered by Governance Committee, which could not meet in April.
8. Personnel Committee: Sabbatical Policy approved.

Administrative council approved the new sabbatical policy as circulated. We also minuted appreciation to the Personnel Committee for its work in finalizing the sabbatical policy.
9. General Secretary Oversight and Evaluation Committee – Terri Whiteford

The Committee has met because it is when they would ordinarily do the evaluation. Since the General Secretary is on a Wellness Leave, they asked to delay the process until the General Secretary is back in three months. **Administrative Council approved.**
10. Closing Worship at 12:35 pm.

Emily Blanck, recorder