

**Philadelphia Yearly Meeting Administrative Council**  
**Saturday, October 17, 2020**  
**Approved Minutes**

Attending: Andrew Anderson, Emily Blanck (recording clerk), Harry Bryans, Tony Capozzoli, Chuck Devers, Christie Duncan-Tessmer, Jeanne Elberfeld, John Marquette, Linell McCurry, Nikki Mosgrove, JoAnn Seaver, tonya thames taylor, Jim Waddington (clerk), Roy Zatcoff, and Tom Zemaitis

1. Opening worship for Admin Council at 11:30 am
2. **Approved Minutes for July 18, 2020, and September 19, 2020**
  - a) The minutes of July 18 were approved without correction.
  - b) The minutes of September 19 were approved with correctly spelling the name of Tom Zematis in "Introduction of New Members."
3. **Approval of New Committee Assignments**

**Administrative Council approved the following new committee assignments:**

  - a) Finance Committee, tonya thames taylor, Terri Whiteford (at large).
  - b) Property Committee, John Marquette, Tony Capozzoli, Chuck Devers.
  - c) Development Committee, Nikki Mosgrove.
  - d) Personnel Committee, Tom Zemaitis, JoAnn Seaver
  - e) Granting Committee, Jeanne Eberfeld.
4. **Committee Reports**
  - a) **Property Committee**

PYM has two property interests, and both have high functioning boards to run the properties and maintain their financial health.

    - i. Arch Street Meeting House Preservation Trust
      1. Administrative Council appoints the ASMHPT board.
      2. ASMHPT has a property committee and a new Executive Director.
      3. It just completed a relighting of the East Room and a new master place plan, which includes renovated kitchen, bathroom and office spaces.
    - ii. Friends Center
      1. Friends Center is a nonprofit corporation with its own board appointed by its three equity partners, PYM, AFSC, and Central Philadelphia Monthly Meeting. Friends Center tenants include a diverse group of Quaker and other nonprofit organizations.
      2. Distinct from the meetinghouse and the office building on the Friends Center campus, a third building, 1520 Race Street, is very out-of-date and lacks modern accessibility. The historic exterior is protected. The Board has been discussing updating it.

b) Personnel Committee

Personnel Committee is largely advisory, working with the General Secretary and Director of Human Resources & Inclusion to evaluate policies and support the staff's Diversity, Equity and Inclusion (DEI) work. The committee and staff have continued to evaluate the personnel handbook, especially with an eye toward DEI issues and clarifying the difference between policy and procedures within the handbook. With a new full-time Director of Human Resources & Inclusion, there is more energy to work on these issues.

c) Granting Committee

The Granting Committee is charged with oversight of PYM's granting function, appointing members of the granting groups, and sharing best practices and resources. The Granting Committee has three new members. It just introduced a new pilot program to add Young Adult Friends to several granting groups to learn about their work. Clerk Ken Park will share a full report in December.

d) Finance Committee

- i. Updating the Council on PYM's investment in the Reinvestment Fund's Impact Accelerator Bridge Loan Fund, Finance reported that the Fund is paying dividends. Even during the pandemic crisis, the Fund is deploying its capital to community development projects and seeing only minor construction delays.
- ii. Friends Pension Plan is co-sponsored by PYM and FGC. The Friends Pension Plan Committee received approval from Administrative Council and FGC to move to freeze the present defined benefit plan and begin a defined contribution plan. The Plan is selecting a 403b provider. Final plans will go to Administrative Council and FGC for approval.

e) Development Committee

Development committee is a policy guidance body and advises the Associate Secretary for Advancement. Management of fundraising is the responsibility of the Associate Secretary, who uses the committee as a sounding board.

f) General Secretary Oversight and Evaluation Committee – no report

**5. Update on Governance Sprint**

The Governance Sprint held their initial meeting. Roy Zatcoff is serving as interim clerk. The committee will meet every two weeks and will plan on reporting in March.

**6. General Pamphlet**

- a) A member brought forward a sense that we need a pamphlet for Philadelphia Yearly Meeting to explain what PYM does and its value proposition. Further discussion lifted up how such a product would help Monthly Meetings and Friends connect and engage with PYM and inform seekers about local Quakers. We discussed the essential role of vision and mission in this kind of work and that the pamphlet can be one part of an effective communication strategy. The General Secretary suggested that the staff is excited to do this kind of work.
- b) There is appreciation in the staff's energy to do this, and we have the resources to publish a pamphlet. Admin requested the General Secretary to bring a draft of work toward a pamphlet to Administrative Council next month.

**7. Nominating Council At Large Seats (5)**

There is a need for five at large nominations to the Nominating Council. The letter to send to affinity groups has been drafted. The draft was shared with the council.

**Closed with Worship at 1:30pm.**

**Emily Blanck, recording**