

**Philadelphia Yearly Meeting Administrative Council**  
**Saturday, December 12, 2020**  
**Approved Minutes**

Attending: Andrew Anderson, Frank Barch, Emily Blanck (recording clerk), Harry Bryans, Tony Capozzoli, Chuck Devers, Christie Duncan-Tessmer, Jeanne Elberfeld, John Marquette, Linell McCurry, Melissa Rycroft, tonya thames taylor, Joann Seaver, Jim Waddington (clerk), Roy Zatcoff and Tom Zemaitis; Wally Evans as clerk of ASMPHT.

Regrets: Nikki Mosgrove

Administrative Council met jointly with QLC to discuss the brochure first brought up in November. Opening worship for Admin Council without QLC began at 11:45 AM

1. Minutes for November 2020 will be reviewed in January.
2. Accepted report from Wally Evans, Clerk of Arch Street Meeting House Preservation Trust.  
Wally reported on the Trust's accomplishments in 2020, despite the challenges of COVID. Professional consultant Carolyn Boyce served much of 2020 as Interim Executive Director and facilitated the search for a new Executive Director, Sean Connolly, who began work in June. The Master Space Plan and Exhibit Area Design Plan were prepared. The East Room lighting was completed as well as new exhibits on Quaker Women and the Suffrage Movement. A new roles and responsibilities handbook clarified the Trust's relationship with the Monthly Meeting of Friends of Philadelphia. The fiscal year ended well, despite the loss of income from visitors, tours and rentals as the building was closed during COVID lockdowns. Sean has acquired several grants to fund a new position, Membership and Communications Coordinator, to start in January. Plans for 2021 include fundraising for exterior improvements as contained in the Exhibit Area Design Plan. Admin Council received the report with appreciation.
3. Approved 4% distribution rate for PYM funds at Friends Fiduciary  
Andrew Anderson shared that the finance committee recommends that PYM take the standard 4% distribution rate from Friends Fiduciary. **Admin Council approved and affirmed the following:**  
  
It is, and has been, Philadelphia Yearly Meeting's longstanding policy to seek a total return for the investment assets held by it and entrusted to it, whether the return is to be derived from capital appreciation, earnings or distributions with respect to the capital or both. PYM has elected to, and intends to continue to be, governed by Section 5548(c) of the Pennsylvania Nonprofit Corporation Law in the determination of "income" from such assets.
4. First consideration of new Personnel Committee policy on short-term hires  
Personnel Committee shared its work to change how PYM acquires short-term hires. In the past, informal connections have generally been the source of short-term hires. This new policy, with the lens of diversity, equity, and inclusion, will preemptively identify candidates through new kinds of recruiting networks. Once a short-term search has been initiated, PYM can reach out to these networks to find a person with appropriate skills, interest, and availability, with an eye toward diversity and inclusion.

5. Committee Maintenance

We reviewed a list of Admin Council committees and their charges. Governance, Property and Personnel are updating their charges.

6. Report from Governance/Strategic Direction Sprint

Roy Zatcoff, Clerk of the Sprint, reported it was meeting regularly. The committee first established how they were going to do the work. They felt led to consider PYM's mission and vision as a way to evaluate the Strategic Directions. They plan to look at each Strategic Direction and will seek outside feedback as part of their process. Their charge asks them to produce an "analysis of the progress and needs of PYM going forward" to assess the Strategic Directions and recommend what we should "continue, release, enhance and initiate." They expect to complete their work by late Spring.

7. Other Business

a) A new Administrative Council member, Cathy Toner, was been approved at the December 7, 2020, Continuing Sessions Business Meeting. Cathy will join us in January.

b) Staff will soon send out an email to help build biographies of all the members of the Council.

**Closed with Worship at 1:05 PM.**

**Emily Blanck, recording**