

Philadelphia Yearly Meeting Administrative Council
Saturday, February 18, 2023
Approved Minutes

Friends met remotely

Attending: Jim Waddington (Clerk), Jeanne Elberfeld, Neil Holzman, Carter Nash, Kruskal Hewitt, John Marquette, Andrew Anderson (Treasurer), Linell McCurry (CFO). Christie Duncan-Tessmer (General Secretary) and Melissa Rycroft (Presiding Clerk) split their time between Admin and Quaker Life Council.

Regrets: Chuck Devers, Cathy Toner, Tom Zemaitis

1. Welcome and Worship

The meeting began with worship at 11:11 a.m.

2. Approval of Minutes and Appointment of Recording Clerk

a. **The minutes of the January 21, 2023, meeting were approved as presented.**

b. John Marquette agreed to serve as recording clerk for this meeting.

3. First Quarter Financials

Linell McCurry led a review of PYM and Arch Street first quarter financials for the period ending December 31, 2022.

a. Balance Sheet

In the first quarter, Finance Committee moved \$150,000, approximately equal to FY 2022 depreciation, from cash to the Capital Reserve Fund. Linell noted the recent failure of the boiler at Arch Street; Capital Reserve funds are available for an emergency repair. The boiler is scheduled to be replaced in 15 months as part of the Arch Street Capital Campaign. In the meantime, the building's consulting engineers are working on an interim solution. Andrew Anderson lifted up our current practice of fully funding depreciation, unlike the practice through the late 2010s.

b. General Fund Budget

Finance Committee had noted that Support from Meetings in the first quarter was 16% of budget and well below the same period last year. Linell confirmed that it was a timing difference. The prior year number included significant accruals, that is, covenant payments made early in the New Year, but posted to December.

Linell reported that PYM's new practice is not to accrue covenants, except at fiscal yearend under limited conditions (check is in the mail). Meeting treasurers are volunteers and covenant payments vary in their timing. It takes too much accounting to smooth out these timing differences with accruals when they will naturally resolve and are easily explainable. Based on receipts so far in January and February, the six-month numbers for Support from Meetings should look comparable.

c. Restricted Fund Budget

Utilities is a new line item in the restricted budget. Arch Street utility bills became the responsibility of the Arch Street Meeting House Preservation Trust (ASMHPT) under the new joint Shared Services Agreement, effective October 1, 2022.

d. Arch Street

With the implementation of the Shared Services Agreement, Arch Street has a revised statement of financial activities that will support the preparation of a full Form 990 in FY 2023. A full 990 will allow projected donors to the ASMHPT Capital Campaign to view the Trust's activities in more detail.

Regarding the issue of the Arch Street boiler, PYM owns the building and grounds and has responsibility for maintaining them. ASMHPT is responsible through various agreements to run operations and daily activities, visitor services, exhibits, and programs.

4. **Nominating Council Interim Appointments**

As reported in the January minutes, the Nominating Council lacks a permanent clerk. The Council's assistant clerk has stepped up as much as possible. It is Administrative Council's responsibility to name a clerk for Nominating and to name the Council's seven at-large members.

The 13 Quarterly Meetings are each charged to appoint a representative to Nominating Council. Five seats are currently filled, not counting a quarter where the appointment is term limited. Three quarterly meetings met with the Clerk and the General Secretary 18 months ago regarding new appointments. Expected and planned resignations may further reduce the number of Friends serving on Nominating Council by Annual Sessions in July.

Friends acknowledged that there is a sales and marketing component to members' willingness to accept appointments for PYM service. A Friend noted that remote work and remote worship have made it difficult to recruit new people. There was a lively discussion around the commitment to equity by finding young people to serve. Another Friend noted that Governance Advisory Committee is doing a longer-term review of the current PYM structure, including the roles of Nominating, Administrative, and Quaker Life councils.

As an immediate step, Administrative Council agreed to name several of its own members as interim appointments to Nominating Council pending further work.

- **John Marquette and Jim Waddington agreed to serve on Nominating Council as interim appointments until Annual Sessions. Their names were approved.**
- Another Friend agreed to consider such service.
- Jim will speak with members of Administrative Council who were not present today.
- John will provide a list of younger people who might be invited to service.

5. **Nominating Council Current Searches**

The positions of PYM Treasurer, PYM Assistant Treasurer, and Quaker Life Council Clerk need to be filled in July. If members of Admin have suggested names, please forward them to Nominating Council for discussion and deliberation.

6. Term Limits Policy

At its meeting of November 19, 2022, Admin Council approved a minute setting standardized terms of service for committees, granting groups, and councils. It also standardized term start-and-end dates. As was Council's intention, the minute has been formatted as a PYM policy and added to PYM's file of approved policies.

In addition, Friends approved the following minute:

**Administrative Council affirms the term limits stated in PYM's Approved Policy on Committee, Granting Group and Council Terms, dated November 19, 2022.
Administrative Council asks its clerk to speak with members of committees, granting groups, or councils whose terms have expired to step away from service.**

7. Climate Witness Stewards

a. Follow up on Philadelphia Quarter Minute from November 2022

Last year, Philadelphia Quarter approved a minute on using the term "impending climate catastrophe" in addition to the more familiar "climate change." They forwarded it for Yearly Meeting consideration. According to our practice as outlined in the Governance Handbook, the Clerks Group delegated it to Admin Council for determining next steps. At its November 2022 meeting, Admin Council referred the minute to the Climate Witness Stewards for discernment. Andrew, who serves as a Climate Witness Steward, reported in January that the Stewards continued work on how best to communicate the urgency of the climate message. Andrew reported this month that the Stewards have a range of opinion and coming to unity on the language proposed in the minute has been challenging. The Stewards plan to return to Admin in May.

b. Follow up on Carbon Footprint proposal from October 2022

In October the Stewards told Admin they wished to undertake a project/study to make PYM carbon neutral by 2025. Admin requested a formal draft charge in writing as an advance document for consideration. A template based on Admin Council's Committee Charges and past sprint charges was provided to them. The Stewards have a working group projecting a deliverable due to Administrative Council no later than May.

8. Adjourn

The meeting closed with worship at 1:00 p.m.

Faithfully submitted,
John Marquette