

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

Biddle Room at Arch Street Meeting House with Remote Friends

Attending: Jim Waddington (Clerk), Jeanne Elberfeld, Chuck Devers, Kruskal Hewitt, Neil Holzman, John Marquette, Carter Nash, Cathy Toner, Tom Zemaitis, Christie Duncan-Tessmer (General Secretary), Linell McCurry (Chief Financial Officer), Melissa Rycroft (Presiding Clerk), Andrew Anderson (Treasurer)

1. Welcome and Worship

The meeting began with worship at 9:20 a.m.

2. Appointment of Recording Clerk and Approval of February Minutes

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

b. The minutes of the February 18 meeting were approved as presented.

3. Policy to Support Meetings' Special Project Fundraising

Linell McCurry proposed giving monthly and quarterly meetings an option to use the website donations page for special purpose fundraising campaigns. Council accepted the proposed terms:

- PYM operations will provide an online option for special purpose campaigns for monthly and quarterly meetings.
- Meetings may run one campaign at a time. The campaign must have a designated end date.
- A campaign must belong strictly to a monthly or quarterly meeting. It may not be a joint venture with other nonprofits or community groups or a project that fundraises for the use of another organization.
- Meetings cover the donation platform fee on campaign gifts, currently 3.95%.

PYM currently accepts gifts for monthly and quarterly meetings on its online donations page and covers the 3.95% charge as a support to annual giving. Until now, PYM has been unable to meet requests from meetings for special purpose fundraising, addressed by the new option.

Friends approved the proposed policy as presented.

4. Sprint to Update PYM's Privacy Policy and Develop a Security Policy

Christie Duncan-Tessmer referenced PYM's 2013 privacy policy, which needs revision to incorporate current best practices. The yearly meeting does not now have a security policy. Cyber security is in good order with PYM's IT managed by AFSC. The sprint would include PYM's Director of Communications, two members of the community with professional experience in this area, and possibly a staff member from AFSC's IT department. The recommended Privacy Policy and Security Policy would be delivered to Administrative Council by the May meeting. Neil Holzman offered his services in addition to those of his company which specializes in cybersecurity.

Friends approved the formation of the Privacy Policy and Security Policy sprint and approved the charge as presented with gratitude to Neil for his and his firm's service.

5. Sprint on Nominations Capacity Building

Christie discussed communications resources to bring Friends to service in the yearly meeting. The current direction is to work holistically on a multi-pronged, multi-step approach to meet this important need. The proposed sprint will look at increasing nominations possibilities and expanding the database.

The sprint will report to the Joint Council meeting in April with an outline of 3-month and long-term communication needs. Council comments will be integrated into a final document. The sprint will include the PYM Director of Communications, one Friend from each council, and another Friend who is not in PYM governance and has a strong connection to a monthly or quarterly meeting. Carleton Crispin has agreed to serve from Nominating Council, Steve Elkington from QLC, and Jeanne Elberfeld from Admin Council.

Friends approved the formation of the Nominations Capacity Building sprint and its charge as presented.

6. Extending Granting Group terms on an interim basis

When Admin Council made all service terms the same length and number, it had the effect of making some Granting Group members instantly past their six-year term limit and required the Granting Committee to fill many slots at once. The Committee asked Admin to extend the expired Granting Group terms until the end of the current calendar year.

Friends discussed the idea of staggering terms to prevent many terms ending at the same time. Friends also noted the need for mentoring and continuity for granting group and Granting Committee members. Admin Council affirmed its commitment to term limits; this is a way of addressing a compelling need until new granting group candidates can be named and appointed.

Friends approved extending expired terms of Granting Group members until Dec. 31, 2023.

Friends are asked to provide suggestions for the name of a new person to serve on Granting Committee by the April meeting.

7. Appointment of Third Interim At-Large member of Nominating Council

At February's meeting, two members of Administrative Council offered their service to Nominating Council on an interim basis. John Marquette and Jim Waddington were appointed at-large members until Annual Sessions. After consideration, Jeanne Elberfeld has also accepted an appointment.

Friends approved the appointment of Jeanne Elberfeld to the role of Interim At-Large member of Nominating Council.

Administrative Council thanked the three interim appointees for stepping up to meet the need and reminded them to be sensitive to the long-term work of Nominating Council.

8. Minutes of Appreciation

Friends noted that it was good practice to recognize the service of council and committee members under Administrative Council's purview.

Friends also agreed to create minutes of appreciation for three recently departed members of Administrative Council, Roy Zatcoff, tonya thames taylor, and JoAnn Seaver.

Friends approved the text of the Minute of Appreciation as presented.

9. **FGC laying down Quaker Cloud**

FGC's QuakerCloud will no longer support meeting websites. Christie reported the Communications staff have been looking at monthly meetings whose websites have been hosted by QuakerCloud. FGC is recommending WordPress (also PYM's platform) and contracted with a company for a template that would be free to use. FGC is also setting up a community of practice around making the new platform work for monthly meetings (providing peer-to-peer support). This is information only and is not likely to be an Administrative Council matter.

10. **Adjourn**

The meeting of the Administrative Council closed with worship at 10:19 am.

Faithfully submitted,
John Marquette