

Philadelphia Yearly Meeting Administrative Council
Saturday, October 21, 2023
Approved Minutes

Downingtown Friends Meeting with Remote Friends

Attending: Andrew Anderson, Jean-Marie Prestwich-Barch (QLC Clerk), Christie Duncan-Tessmer (General Secretary), Jeanne Elberfeld, Cecilia Filauro (Executive Administrator), Kruskal Hewitt, Neil Holzman, John Marquette (Recording Clerk), Linell McCurry (Chief Financial Officer), Nikki Mosgrove (Rising Clerk), Carter Nash, Salvador Orellana (Deputy General Secretary), Melissa Rycroft (Presiding Clerk), Cathy Toner, Jim Waddington (Clerk), Tom Zemaitis

1. Welcome & Worship

The meeting opened with worship at 9:03 am.

2. Approval of minutes and appointment of recording clerk

- **The minutes for the September meeting were approved with no additions or corrections.**
- John Marquette agreed to serve as recording clerk for the meeting.

3. Climate Witness Stewards

Tom Zemaitis gave an update on the Stewards' activity. Deputy General Secretary Salvador Orellana has been designated as the PYM staff liaison. Tom and Salvador will meet with the clerk of the Stewards alt-monthly. Tom feels the Climate Witness Stewards are in a good place to move forward.

4. Personnel Policy

Cathy Toner and Nikki Mosgrove reported on a Personnel Committee proposal to allow staff to offer gifts in other ways, taking part-time work with the yearly meeting in addition to their full-time positions. The committee presented a draft policy to allow this.

A Friend asked about staff working more than 40 hours a week; the policy does not intend to permit regular work for more than 40 hours a week. Cathy and Nikki agreed to revise the policy wording to address occasional rather than regular work above 40 hours a week.

Administrative Council approved the policy with the recommended revision.

5. Committee reporting schedule for the year

Christie Duncan-Tessmer and Jim Waddington discussed setting up a semiannual schedule for committees to report on their work to councils. Governance Advisory Committee and Climate Witness Stewards will report to both councils.

A Friend noted that this allows committees a regular opportunity to report. The proposed schedule does not prohibit committees from providing reports on request to the Clerk for addition to a regularly scheduled meeting or from asking the clerk to add business. **The recommended schedule was approved by Administrative Council.**

Friends reviewed a draft committee report template. There was also a request that the committees send minutes of their meetings to Administrative Council to let the clerk and PYM staff know of their work. A wide-ranging discussion followed about how councils might use or act on the semiannual reports and committee minutes.

Regular reports help the Council effectively evaluate or support the work of committees. Friends noted the contents of some committee meeting minutes may be sensitive or confidential.

The Clerk, noting the hour, suggested implementing a regular schedule for reporting but not adopting the proposed report template, as Council was not yet in unity around a template. Friends approved that sense of the meeting.

6. FY 2022 Audited Financial Statement

Friends received a copy of the FY 2022 financials, issued following the Audit Committee meeting. Linell McCurry and Andrew Anderson reported that we had a clean audit. Operating results resembled the year before and there were no issues. Friends thanked Linell and Andrew for their work on preparing and presenting the results of the audit.

7. Nominating Appointments

Jim Waddington reported on conversations within the Clerks group, which feels that the clerks of Administrative and Quaker Life Councils should not serve on Nominating Council. It would be preferable to have instead two members of Quaker Life Council and two members of Admin Council serving. There are no members of Quaker Life Council currently serve on Nominating, which also needs a clerk.

Jeanne Elberfeld, currently serving on a short-term basis (through 07/31/23), asserted her wish to be released from continuing service to Nominating Council. The Clerk will seek another member of Administrative Council to replace her.

Two members of Quaker Life Council, Meg Barney and George Schaefer, were proposed to serve on Nominating Council, both deemed highly qualified to serve in the role.

Friends approved Meg Barney and George Schaefer to serve on Nominating Council.

8. Standardize Recording Clerk terms

Melissa Rycroft asked Administrative Council to set terms for PYM Recording Clerks to two three-year terms, consistent with other terms of service.

Friends approved the standardization of Recording Clerk terms.

9. Follow-up to Threshing Session on Advocacy

Friends heard with appreciation Kruskal Hewitt describe in brief his new volunteer role as the Council's point person for the Advocacy Policy. This includes:

- Responding to incoming communications from Friends and meetings.
- Presenting and responding at Sessions when this is on the agenda in collaboration with the Presiding Clerk.

10. Jim Waddington request to be released as Admin Council Clerk

The Clerk said that there have been changes in his health and he requested release from his duties. He has spoken with Tom Zemaitis, now assistant clerk, to serve as interim clerk. Jim will remain a member of Administrative Council. Nominating Council has the responsibility to name a new permanent clerk. **Friends accepted Jim's resignation as clerk with regret and appreciation for his service and will hold him in the Light.**

11. Adjourn

The meeting adjourned with worship at 10:03 am.

Faithfully submitted,
John Marquette