



**Philadelphia Yearly Meeting Administrative Council**

**Saturday, January 20, 2024**

**Approved Minutes**

*remote via Zoom*

Present: Tom Zemaitis (Clerk), Andrew Anderson, Terry Cooke (Guest), Chuck Devers, Cecilia Filauro (Executive Administrator), Kruskal Hewitt, Neil Holzman, John Marquette, Linell McCurry (CFO), Nikki Mosgrove (Rising Clerk), Carter Nash, Salvador Orellana (Deputy General Secretary), Melissa Rycroft (Presiding Clerk), Cathy Toner, Carl Stanton (Guest)

Regrets: Christie Duncan-Tessmer (General Secretary), Jeanne Elberfeld, Jim Waddington

1. Clerk Tom Zemaitis opened the meeting with worship and welcomed guests, Terry Cooke and Carl Stanton.
2. **The minutes of December 9, 2023, were approved.** Kruskal Hewitt volunteered as recording clerk.
3. **Report of the Granting Committee**  
Carl Stanton went through the highlights of the written report. They are working work on improving processes and supporting Granting Groups under their care, including revising the Granting Committee handbook to reflect how they are currently operating. The full committee meets nine times per year. They consider any nominations for appointments to granting groups and receive liaison reports which detail the “wellness” of each Granting Group. They have developed a training outline for new Granting Committee clerks. Challenges include recruiting new granting group members and the open position for Director of Grantmaking. Friends received the report with thanks to Carl and he left the meeting. Carter Nash offered that he is willing to serve on Granting Committee.
4. **Governance Advisory Committee will report at a later date.**
5. **Personnel Policy revision: New Positions and Job Description Development**  
The Personnel Committee proposed a clarification of their role in developing new and changed staff positions. Personnel is responsible for approving new positions, which do not need to be additionally approved by a council or another body. For new positions, HR staff drafts the job description with input from the supervisor and the General Secretary. The job description does not need to be approved. The Personnel Committee will review any significantly changed job descriptions with the same criteria (need, relevance, impact, scope, and authority) that is provided for new positions.  
**Admin Council approved the policy changes as proposed.**
6. **Frankford Monthly Meeting**  
Frankford Monthly Meeting has approached Administrative Council and Philadelphia Quarterly Meeting with a decision to establish themselves as an Executive Meeting. While Executive Meetings do not at present exist in Philadelphia Yearly Meeting, New York Yearly Meeting’s *Faith and Practice* defines this structure in its Establishing Meetings section as:

*EXECUTIVE MEETINGS. An executive meeting has the same authority and responsibility as a monthly meeting but has insufficient business to meet monthly. Business sessions may take place at such intervals as the meeting may determine, but not less frequently than one in three months.*

Friends agreed an appropriate structure for smaller meetings is not a new problem. How we handle it should look to the future and accommodate Frankford's needs. Quaker Life Council will also consider Frankford's minute. We will wait for QLC comments.

7. Ministry of PYM Elders

The description of the ministry of Elders in the Governance Handbook needs revision. It is vague and does not include essential information. Neil Holzman and Carter Nash volunteered to meet with appointed Friends from Nominating Council to move this project forward.

8. Councils listening to the PYM body

Admin Council's reports to the body at Annual Sessions had a focus on governance and property. While well done and generally well received, the reports were not felt to be particularly interactive. There was not time to do more before Annual Sessions, but Admin wishes to position itself to listen more directly to Friends and meetings. How can we improve our interaction? Intervisitation is the gold standard.

9. Bucks Quarter appointed Terry Christensen to Nominating Council

Bucks Quarterly Meeting, meeting on August 20, 2023, approved the name of Terry Christensen to serve as the Bucks Quarter representative to Nominating Council. Admin is formally recording the appointment in its own minutes.

10. New formats for Faith & Practice

There have been various suggestions for new formats, including other languages. An e-book was not done with the print edition in 2018. Friends felt new formats are good ideas. Admin will need additional information on the cost of various formats to make a practical decision on what might be workable and most useful.

11. The clerk adjourned the meeting with a period of silent worship.

Kruskal Hewitt, Recorder