



Administrative Council Report to 2019 Annual Sessions

Query: How is Spirit leading us to be faithful servant leaders for our community?

By faithfully meeting regularly as a community of servants with deep love and respect for all in our midst and to secure a strong financial future for PYM's work going forward. (Strategic Priority 2 - Simplify and focus our governance and administration.)

The Administrative Council continues to meet with Quaker Life and Nominating Councils at the Arch Street Meeting House on the third Saturday of almost every month. During this time, we worship together and receive and engage together around the General Secretary's report and other matters of joint interest, before breaking into our separate sessions to continue our work. This shared time, which we have included for over a year now, is increasingly useful for the connection, grounding and vitality of each council.

It is with great respect and gratitude that we thank Bruce Haines for his stewardship of the role of the first clerk of the Administrative Council. Under Bruce's capable leadership, the Administrative Council held its first meeting in October 2015 and immediately began work to organize itself and map its responsibilities. It created new committees for the oversight of property, finance, governance and most recently development. It came into relationship with the granting and personnel committees and has made good use of Sprints for short-term projects. Among its first accomplishments were a conflict of interest policy and an evaluation process for the General Secretary. Under Bruce's energetic leadership, the School of the Spirit became an independent nonprofit corporation, Burlington Meeting House was returned to Burlington Quarter and the three councils began to meet regularly to be in fellowship and shared work.

Members, and Mission

A list and pictures of our members can be found on the Philadelphia Yearly Meeting Website at <http://www.pym.org/administrative-council/>. Our individual and collective ministry when we gather is to faithfully serve the Yearly Meeting, guided by Spirit. In particular, we are called to work in alignment with the seven strategic priorities of the Yearly Meeting (<http://www.pym.org/implementation-committee/overview-of-new-structures-and-strategic-directions/>), paying particular attention to fiduciary responsibilities assigned to the council as outlined in the PYM Governance Handbook.¹

¹ The Administrative Council's authority and responsibility shall include, but not be limited to: property, finance, budget preparation, audit, investments, development, grant-making, personnel and periodic strategic planning. The Council may appoint and lay down its own committees as needed, assigning

Communications

The Council posts minutes of past meetings after they are approved at the subsequent meeting and reports to the body in writing and in person at continuing and annual sessions.

Committees and Sprints

We operate as a meeting of the whole and have formed several committees and sprints. Current Council committees are: Governance, Finance, Property, Personnel, Development and Audit. Current or recent sprints include: PYM Sessions Minutes Sprint – Phase II, PYM Clerks’ Job Descriptions Sprint, and Development Sprint. PYM’s Granting Committee is under the Administrative Council’s care.

The PYM Clerks’ Job Descriptions Sprint completed their work and submitted recommendations that might make these positions both more manageable for those who serve and better meet the needs of PYM. Admin Council is reviewing input provided by QLC and Nominating Councils in order to prepare a seasoned recommendation at November sessions.

The PYM Sessions Minutes Sprint – Phase II submitted their final report with recommendations for training and support for Recording Clerks. The recommendations were based on input from a survey of Recording Clerks across monthly meetings. Responses were received from 49 current and past recoding clerks. The sprint recommends multiple strategies to provide training and ongoing support to Recording Clerks. Members of the sprint are conducting a workshop at July Annual Sessions. The workshop outline and materials will be created so they can be used by monthly and quarterly meetings for training. Resource Friends and Thread Gathering will be used to create mentoring relationships for new and experienced Recording Clerks.

Governance

Governance has kept Council’s committees populated and provided nominations to the Nominating Council. It created a Sprint to review and revise the job description for PYM’s Clerk and another to create a charge for the Development Committee. It looked into ways to best conduct Council’s self-assessment and that work has been recently launched.

Development

Admin Council’s newest committee was formed this year to support the Associate Secretary for Advancement and Relationship in fostering a healthy philanthropic culture in the yearly meeting and to broadly thresh directions, challenges and opportunities.

Finances

responsibilities, and appointing committee members who need not be members of the Administrative Council but are asked to do related work. The Council holds committees and other structures under its care accountable to their charge.

PYM remains in secure financial condition. In December the Council received an “unqualified” (also known as “clean”) audit of PYM’s FY2018 financial reports. The audited FY2018 financials can be found on the website at <http://www.pym.org/finance/audited-financial-statements/along-with-a-financial-overview>. -<https://www.pym.org/finance/wp-content/uploads/sites/50/2019/04/fy2018-annual-financial-overview.pdf>

Granting

Also reporting to Council in December, the Granting Committee has PYM’s nine granting groups under its care: Greenleaf, Aging Assistance, Committee on Friends Education, Indian Committee, Willits Book Trust, Membership Development, Travel & Witness, Quaker Buildings & Programs, and Fund for Sufferings. For the 2018 fiscal year, granting groups distributed 369 grants totaling \$961,220.

<https://www.pym.org/grants/wpcontent/uploads/sites/83/2018/11/PYM-Granting-Committee-Handbook.pdf>

Personnel

In January, the Personnel Committee made its annual report to Council. The Committee did extensive work to establish new -policies, review updated job descriptions, updated the staff handbook, which Council approved, reviewed updates to the health coverage policy, and the process for performance reviews.

Based on listening sessions and consultation with staff, the Personnel Committee completed an update to the staff handbook that removed the Staff Voice policy. While discussions regarding the Staff Voice policy were at times difficult, they created an opportunity for staff and committee members to examine more deeply the factors contributing to a healthy, inclusive and anti-racist culture and implementing procedures that build and maintain that culture. These discussions have had a positive impact for staff.

Multicultural Audit Steering Committee (MASC)

At March 23, 2019, Continuing Sessions, tonya thames taylor, clerk of the MASC, presented the final MASC report and recommendation to engage Prototype Entities to conduct an audit of the PYM organization. Prototype Entities is a minority-led and owned consulting firm that concentrates on providing support to non-profits. The report and recommendation were received with gratitude for the extensive work completed by the committee, but the body did not reach unity on the MASC proposal. The body decided to evaluate the work of FGC’s Institutional Assessment on Systemic Racism of October 2018 and consider whether it would be useful to our yearly meeting. Administrative Council is considering actions to move this work forward.

Property

The Property Committee moved forward the work of conveying the historic Quaker Burial Ground in Millington, MD, to the Town of Millington.

Work on the Horizon

In addition to regular committee work and the business of PYM, Administrative Council plans to take up the following work this fall:

- PYM Governance structure evaluation - Establish a Sprint to develop a plan to review the effectiveness of the PYM governance structure.
- PYM Five Year Plan – Establish a Sprint to develop a plan to create a new PYM Five Year Plan. The current Five Year Plan for PYM (2015-2020) was approved at Annual Sessions in 2014. How are we doing in addressing PYM strategic priorities now that we are almost four years into implementing the new structure? What’s working well and how can we do better?
- Evaluate Administrative Council self-assessment results and implement changes to help the council work more effectively.

Conclusion

We are grateful to serve our Yearly Meeting and appreciate the trust that each of you has placed in us. We seek to contribute both spiritually and practically to a strong, grounded, and vibrant yearly meeting.

Faithfully, and in peace, Terri Whiteford, Interim Clerk, Administrative Council