



Administrative Council Report to PYM July 2020 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 by working 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 Council, now virtually by Zoom rather than 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 is useful for the connection, grounding, and vitality of each council.

Members and Mission

A list of our members can be found on the [Philadelphia Yearly Meeting Website](#). We are a diverse group with broad geographic representation. 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](#), paying particular attention to fiduciary responsibilities assigned to the council as outlined in the PYM Governance Handbook.

New Members

The Governance Handbook provides that Admin Council will consist of up to 15 members serving not more than two terms of three years each. With some excellent recent additions, we now stand at 10 members. However, we will lose 2 members at Annual Sessions this year and 3 at Annual Sessions in 2021. Admin Council needs a diverse group of additional new members to maintain the health and integrity of the finances, property, personnel, and long-term vision of PYM. The primary attribute that we seek is a deep care for PYM. Background in finance, business or law, or previous experience serving on a non-profit board is helpful but not required. If you have an interest in this important work, please contact any member of Nominating Council to learn more about serving the PYM community.

Communications

The Council posts minutes of meetings within a week or two of their approval at the subsequent meeting and reports to the body in writing and in person at continuing and annual sessions.

Collaboration

The October 19 meeting was a combined retreat for the Councils. The full day meeting included orientation for current and new council members to council roles and responsibilities and exploring the gifts and resources available to and needed by Councils to address regular operation as well as pressing strategic issues for PYM. The extended time together created relationships and understanding that will help Councils collaborate more effectively.

Committees and Sprints

Committees and sprints are two structures used to research, season, and discern the way forward for the business of PYM and important strategic initiatives. Current committees are: Governance, Finance, Property, Granting, Personnel, Development, and Audit. We have developed charges and are in the process of identifying people to serve on the following sprints: Five Year Plan and Governance Review and Addressing Racism Corporate Ministry. Both sprints are charged to solicit input from a wide range of sources to ensure there is sufficient diversity of thought and experience represented.

In order to help the Councils share information and seek unity more effectively on shared issues, we and Quaker Life Council (QLC) combined our separate Governance Committees into a joint Administrative and Quaker Life Governance Committee. We have been meeting as a joint Governance Committee since May 2020.

Finance

In February 2020, we announced that PYM made a \$1 million investment in the Impact Accelerator Bridge Loan Fund I, sponsored by the Reinvestment Fund. The Finance Committee has been working with Friends Fiduciary since July 2019 on the investment. The investment is the first effort by PYM and Friends Fiduciary to invest directly in underserved communities.

PYM remains in secure financial condition. In March the Council received an “unqualified” (also known as “clean”) [audit of PYM’s FY2019 financial reports](#).

Personnel

The Personnel Committee recommended, and Admin Council approved, several new and revised policies on parental leave and health insurance contribution for part-time (under 20 hours per week) employees. We approved a sabbatical policy for individuals with a least 10 years of service with PYM. In February, we had a joint informational session with QLC for the General Secretary to review the full scope of benefits available to PYM staff. Benefits are in line with comparable non-profit organizations and have evolved to attract and retain high quality full time and part time staff.

General Secretary Oversight and Evaluation Committee (GSOEC)

The GSOEC recommended and Admin Council approved a 3 month wellness leave of absence for the General Secretary in recognition of her years of service to PYM and to provide opportunity for refreshment and renewal. The leave concluded on July 6 and we look forward to insights and fresh perspective that the General Secretary brings to her work. The GSOEC initiated the annual General Secretary review process in April and will again be using an electronic survey to invite feedback from a wide range of sources including staff, councils, and the Arch Street Meetinghouse Preservation Trust.

By Distributing Our Funds in accordance with donor intention to the core of our body, our meetings and individual Friends, with guidance and oversight of the Granting Committee.

In January, Ken Park, clerk of the Granting Committee, shared with Admin Council a thorough and comprehensive report of the work of the Granting Committee and its granting groups. The clerk reported that the 9 granting groups under the Granting Committee's care granted **\$954,322** in FY 2019.

The granting groups are; Greenleaf, Aging Assistance, Committee on Friends Education, Indian Committee, Willits Book Trust, Membership Development, Travel & Witness, Quaker Buildings & Programs, and Fund for Sufferings.

The committee's Grant Maker's Celebrations in March and this upcoming October were cancelled due to the pandemic. The Granting Group meetings that were scheduled for March were held by Zoom. All Granting Group meetings are now done by Zoom. The support of the PYM staff has been crucial to the granting groups receiving all documents in a secure fashion and scheduling time for meetings.

The Granting Committee conducted a self-evaluation in November 2019. The resulting information has led to improved communication and processes. The use of Salesforce has served the Granting Committee well. Reporting and data is more efficient.

By supporting and working with other groups within our yearly meeting.

In December, we received a report from Wally Evans, the clerk of the Arch Street Meetinghouse Preservation Trust. The clerk highlighted the completion of a Marketing and Communication Plan to improve the visitor experience and increase usage. They also completed a Master Space Plan which is a multi-year plan to improve the usability of the space. Work on space utilization is done in conjunction with Monthly Meeting of Friends of Philadelphia.

In February, representatives from Admin Council and QLC met with the Friends who volunteered at July 2019 sessions to work on addressing racism in PYM. The purpose of the meeting was to share information and update the volunteers on opportunities coming up to serve on sprints (e.g. the Addressing Racism Corporate Ministry sprint) or as resources to sprints. Many from the group of volunteers have decided to move forward together and have taken steps to form a collaborative to continue their work, invite others to join the collaborative, and call Friends to action.

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, Clerk