



Philadelphia Yearly Meeting

of the Religious Society of Friends

Quaker Life Council Meeting of 16 December 2017

Present: Jim Herr, Zachary Dutton, Kate Bregman, Andrew Anderson, Amy Brooks, Bryn Hammarstrom, Melanie Douty-Snipes, Penny Colgan-Davis, Kri Burkander (recording), [Ollie Burkander], Gray Goodman, Karen Winner

Regrets: Ayesha Imani, George Rubin, Cate Marion

Agenda

1. (10:00) Worship / Sharing: Extended Worship
2. (10:10) Conflict of Interest form to fill out: Amy
3. (10:15) November minutes/ Record Corrections (past minutes)
4. (10:35) General Secretary's Report
5. (10:45) Program Committee Report
 - a. general state of committee
 - b. consider/approve job description
 - c. timelines for collaborative budget request, budget, reports
 - d. Social Justice Collaborative Thread Mtg. May 2017 => Fall 2018 Engagement Fair
 - e. Collaborative reps meet with QLC some time?
6. (11:15) Governance Report
 - a. General state of committee
 - b. Gray clerking committee
 - c. Past minute review accountability of what QLC committed to.
 - d. Recruitment update program+sessions:
 - e. QLC rep for Admin Council Finance Committee
7. (11:45) Break
8. (12:00) Youth Programs Sprint Update: Kri

9. (12:15) Discernment Team Update
10. (12: 30) Electronic posting of minutes and agenda:
 - a. Easy to gain access but secure?
11. (12:45) State of the Meeting Sprint Report Update
12. (12:50) Closing Worship

Minutes

1. Members began the meeting with a period of Worship.

2. Sharing:

3. **Conflict of Interest:** Clerk Amy Taylor Brooks introduced the Conflict of Interest disclosure forms. QLC members were asked to complete this form primarily for themselves regarding the many overlapping relationships, Quaker and non-Quaker committees and organizations that we are each involved in so that we can appropriately disclose to each other when a conflict of interest arises in the course of decision making.

4. **Minutes:** Members reviewed, amended, and approved the November minutes. The Committee also approved for accuracy a few corrections to previous minutes:

November 21, 2015 Correction: Terms correction

May 21, 2016: Youth Programs Sprint and its mission.

The revisions are attached.

Gray will have a hardcopy and electronic addition added for the copies at Friends Historical Library.

A reference will be made in 5/21/16 regarding the corrections.

5. **General Secretary Report:** Members received the electronic report of the General Secretary. Members appreciated the amount of work that was being accomplished by the General Secretary and the staff. It was noticed that the staffing has increased and members requested clarification from the General Secretary in a future report about the increase in staffing and how it is accomplishing our goals of maintaining financially sustainable staffing and avoiding future undesired layoffs.

Quaker Life Council members held up the desire to ensure that we are appropriately compensating, nurturing and supporting our staff and not exploiting them. We recognize that this is a delicate balance, that resources are not unlimited and that staff gain value other than just monetary value from working at PYM. Some Queries were posed.

Queries

What does the Yearly Meeting need to accomplish that is addressed by the staffing?

Are salaries and benefit levels appropriate? Is full v. part-time staffing appropriate?

What does PYM accomplish that other yearly meetings struggle to accomplish?

6. Program Committee: Jim Herr:

General state of the committee: Members asked for help in creating a plan for checking in regularly with the Collaboratives and supporting them. Presently there is a form with guiding questions to help Collaboratives reflect on their work and needs when writing their annual report.

Members agreed that they would invite all Collaboratives to send someone to a QLC meeting to make an annual report.

Clerk of PYM reminded Friends that QLC members are to be a link between the Collaboratives and QLC.

Social Justice Collaborative Thread: There might be a social justice thread gathering in spring 2018 with a follow up for autumn continuing sessions. Zachary is working with relevant Collaboratives.

Job Description: Members examined the charge for the Program Committee with the funding responsibilities added. They appreciated the phrasing and accuracy of the document. Members approved changing meeting times from “monthly” to “regularly”.

Members approved Kate Bregman serving on the Program Committee.

7. Governance Committee Report: There are four members. Gray Goodman has agreed to serve as the clerk. The committee has been working with Zachary Dutton at updating past minutes and following through on unfinished details of QLC decisions. Members agreed that QLC and all of the committees need more members nominated to serve. Members asked that Agenda, minutes and advanced documents be sent out sooner. Governance Committee will strive to send the Agenda two weeks in advance. At the next QLC meeting, we will approve the minutes at the meeting in order to post them immediately for all of PYM to see.

The Clerk of QLC serves ex-officio on the PYM finance committee. This is not a position that the PYM structure intended to be delegated. The Treasurer agreed to support the Clerk in participating as fully as possible given limited time constraints.

8. Youth Programs Sprint Update: Kri Burkander: The Sprint has collected information on the past structure of youth programs and has been creating a structure for the present needs of youth. They have created a vision statement and are completing a mission statement. They are designing a governance structure. A clerk from the Young Friends community has been involved in creating the document.

QLC Members approved the following tentative timelines:

January: Sprint finalizes the draft and consults with PYM staff.

February: Presents draft to QLC for review and send it electronically to Monthly Meeting clerks + secretaries in advance of continuing sessions.

March: Present draft document again to PYM body at March Continuing Sessions for comment.

9. Discernment Team Update: Melanie Douty-Snipes: There are nine members on the Team. Three members met with a Friend who requested the meeting. Good hard questions were asked. Avis Wanda McClinton shared with the team a public statement that she laid down her concern and effort to censure Dublin Monthly Meeting. She remained pained over the matter. Members let her know the team would meet with her if she wished. There are a few more people to meet. The Discernment Team wishes to clarify the relationship of monthly/quarterly meetings to PYM and what resources are available so that individuals and monthly meetings know there is a process and what options there are when a conflict occurs in a Monthly Meeting. The members of the team are composing queries that will help guide Friends and Monthly/Quarterly Meetings.

10. Posting of minutes and agenda: Amy Taylor Brooks: Amy asked members to consider how minutes should be publicly posted.

Members approved sharing the minutes of September, October, November 2017 on the PYM website. Members also approved of coming up with a process to have minutes be posted more quickly following our QLC meetings.

Members expressed deep appreciation to the efforts of Amy Taylor Brooks and Zachary Dutton in continuing the work of the QLC.

11. State of the Meeting Sprint Report Update: Amy Taylor Brooks: Members read the document and suggested allowing meetings to send previous year's report if present year is not yet ready.

12. Closing Worship: Members ended business with a period of worship.

Respectfully submitted,

Gray Godman, Recording clerk.

Attached documents presented at the QLC Meeting

General Secretary Report on Staff Activity to Councils Mid-November through Mid-December 2017

Business & Finances

- Worked with the executive committee of the Arch Street Meetinghouse Preservation Trust to confirm the steps needed to transition authority for the direction and goals of the Arch Street Meeting House staff from the PYM office to the Trust. This includes approving the job description for Executive Director rather than Director, identifying a transition team, setting up a timeline and revising slightly the draft Memorandum of Understanding that will support the transition.
- Completed the first third of a written document defining the roles and responsibilities for the property, business processes, communications and other areas of decision-making for the Arch Street Meeting House. The next section on business and finance practices will be completed next then the document will be reviewed again by Executive Committee.
- Completed the December appeal and sent it to the printer. Each one of the 6000+ appeals had a personalized note regarding giving history which was done by hand since we are between databases.
- The second half of the Nietche bequest has begun coming in and is expected to be completely in our account by the end of the month.

Program

- Solidified the Friends in Fellowship program. This is a series of seven events that brings friends together for conversation and talks by fascinating people, each one focused on a different career path. Event topics include education, law, environment, quaker farming, art and media, holistic health and medicine. One to three speakers have been identified for each topic and invitational postcards are going to all households soon.
- A plan for transitioning the leadership and the capacity for supporting religious life and programming for youth was concluded in advance of the Youth Engagement Coordinator's hire.
- Chris Crass

Communications & Technology

- The content and the design for the Fall issue of Faith IN Practice was completed and it landed in mailboxes. This issue is four pages longer than our most recent issues for a total of 12 pages. The issue focused on the extensive and amazing work that is happening in our meetings and with the support of our meetings and provides a glimpse into our ministries. The issue is a representation of what the yearly meeting is – a container and connector for the meetings and Friends across our geography and 100+ meetings. Only the Yearly Meeting exists to bring us all together.

- We subscribed to Zoom, a service that supports user-friendly video and phone conferencing at a reasonable price. It has been put into use immediately by staff, committees and collaboratives. We are looking into purchasing screens for the offices that will allow us to hold meetings that are attended in person and by video on a regular basis.

- The database project is continuing. After a pause in the data transfer process due to illness we are moving back on track and mapping out realistic timelines to convert our convoluted data so it will be accessible in the new database.

Staffing and Administration

- Two positions were filled:
 - o Melinda Wenner Bradley began on December 4th as the Youth Engagement Coordinator. Melinda has been active in work with and for youth in our yearly meeting as well as in other yearly meetings. Through her leadership in Faith & Play, she has travelled to other countries to support the spiritual lives of Quaker youth.
 - o Ashanta Washington also began on December 4th. Ashanta is the Office Administrator and supports the daily administrative needs of the office as well as supporting collaboratives and committees and councils with their administrative needs. She comes to us with a history of dedication, broad experience and an enormous amount of enthusiasm.

- Two more positions were posted:
 - o Associate Secretary for Advancement and Relationship. This new position will unite a Meeting Engagement Coordinator (position to be posted once this one is filled) and the development and communications functions into a single team that focuses on connections between the yearly meeting and meetings and individuals
 - o Executive Assistant. Cierra Saunders is moving on to a different career path at the end of this month. Cierra's flexibility and her care for detail as well as her quiet, steady presence will be missed.

Quaker Life Council Meeting of 16 December 2017

- Tricia Coscia, Community Engagement Coordinator, after many years of service and several different roles is moving on to a new career path as well. Tricia has done a tremendous job of helping our yearly meeting pivot in a new direction of engagement, guided by our strategic directions. She has set us up to be able to support the yearly meeting community well and has been a gift to us in so many ways. For the immediate needs of continuing to plan the logistics for continuing and annual sessions the Sessions Assistant, Eric Berdis, will step up to keep us moving along.
- We completed three personnel policies that need approval in advance of the timeline required for revising the Staff Handbook: the Grievance Policy, the Social Media Policy and the Staff Voice Policy. Each of these were drafted by a different staff person who researched best practices and the policies of similar organizations. They were reviewed and commented on by staff and revised. The Staff Voice Policy was also reviewed and commented on by the Quaker Life and Administrative Councils and then revised. They were given to an employment lawyer for review and approved by the Personnel Committee.
- Final reviews of the job description for the new position Director of Staffing and Inclusion were received from Quaker and non-Quaker people with experience in human resources and in anti-racism and inclusion work. The Administrative Council reviewed the process and the reviewers. The position has been sent out to be posted.
- We began annual reviews which will soon be completed
- The staff began using a web-based time tracking system. Each individual can use it to the degree of detail that serves them but everyone is using it at a high level to track the amount of time given to the basic roles of staff such as Program, Communications, Fundraising and Granting. We'll use the system for three months then review the learnings from it.
- The Staff Handbook is in good enough shape that it could be shared with the Personnel Committee. The revision comes with a transition document that explains where each section from the original document can be found in the revised handbook. It will also be reviewed by staff for their feedback. A revision that takes into account the feedback will then be reviewed one more time and given to Personnel Committee for approval. Our expectation is that this revision is a solid and acceptable work that will be revised over time as the new position of Director of Staffing & Inclusion comes on board and our anti-racism work deepens.

Anti-Racism

- I spoke with a variety of people with expertise and experience in the fields of HR and/or anti-racism and inclusion about the job description for Director of Staffing and Inclusion to ensure that it meets our goals and is a doable job. Minor, but meaningful, revisions were added and it will be posted any minute.
- The National Council of Churches Task Force on Truth Telling and Racial Justice, of which I'm a member, met for two days to confirm its title and direction. The ACT Now, End Racism initiative will launch with a prayer service at the Lincoln Memorial on April 4th, the 50th anniversary of the assassination of Martin Luther King Jr. That will be followed by an event on the mall with an expected 20-100k attenders and then an evening event in the Museum of African American History and Culture. The initiative will continue with a clarion call to the member churches of NCC to end racism within their own bodies and in the country.
- I attended the Conference of National Black Churches. The governing board members of NCC have been invited to attend for the last three years. I was one of three white "heads of communion" to attend. The theme was "Overcoming the Burden of Bias" and the plenaries focused on education, economics, civic organizations, health care and truth telling. The Chairman of CNBC thanked the NCC in particular for attending and remarked that the work NCC is doing on racial justice (see previous point) is tremendous and likely in part inspired by our participation in CNBC, a statement with which NCC's General Secretary and Chairman both agreed.

Visits and Meetings

Video call with General Secretaries of the yearly meetings in the northeast
Worship with Ujima Friends Peace Center Dec 3
Friends Center Board Meeting, Dec 8
Friends Fiduciary Board Meeting, Dec 12
Conference for National Black Churches Consultation, Dec 12-14
NCC retreat for heads of communion, Dec 14-16

Past minutes corrections (Associate Secretary Zachary Dutton)

Corrections to the 11.21.15 QLC Minutes to be Read into the Minutes of the 12.16.17 QLC Meeting

- A Sessions Planning Group existed under the care of the General Services Standing Committee in the old structure, which lasted through Fiscal Year 2014.
- The Implementation Committee (set up in July 2015, FY 2015, and laid down in July 2016, FY 2016) foresaw the need for the planning of the 7 November 2015 Continuing Sessions to begin before the Quaker Life Council would be equipped

to take over responsibility for it. Therefore, near the end of Fiscal Year 2015, the Implementation Committee appointed a Continuing Sessions Planning Sub-Group to plan the 7 November 2015 Continuing Sessions.

- Just after the start of Fiscal Year 15, at its 11.21.15 meeting, Quaker Life Council appointed an Ad Hoc Committee for planning the 19 March 2016 Continuing Sessions.
- Also at its 11.21.15 meeting, the Quaker Life Council appointed an Interim Sessions Development Committee, which was charged with planning at least the July 27-31, 2016 Annual Sessions and the 5 November 2016 Continuing Sessions. The Interim Sessions Development Committee was also charged with bringing back a recommendation to the Quaker Life Council for a permanent sessions planning process and governance structure.
- Later, the Quaker Life Council approved at its 6.18.16 meeting a permanent job description for a new committee responsible for visioning and planning sessions, called, “Sessions Coordinating Committee.”

Correction to the 5.21.16 Minutes to be Read into the Minutes of the 12.16.17 QLC Meeting

- The minutes read that, “QLC approved a Sprint on the religious life of PYM children.”
- Additionally, the name of this Sprint is the Youth Programs Sprint, and it focuses on the religious life of children, youth and families.
- The charge for this sprint was approved as follows:

Charge to the Sprint from the Quaker Life Council

The Youth Programs Sprint will be formed to coordinate discernment regarding the vision, mission and governance of Philadelphia Yearly Meeting programs that support youth. The Youth Programs Sprint is charged with establishing a process such that the following things come before the Quaker Life Council for consideration:

- A vision for programs that attend to youth and their families from infant through High-School age.
- A youth programs mission for carrying out the vision.
- A permanent governance process for the stewardship of programs attending to youth and their families, following the PYM Governance Handbook.

The Youth Programs Sprint is responsible for identifying and assigning appropriate staff and relevant constituencies to drafting the above things. At times, it may find that certain stakeholders may be delegated certain aspects of the discernment to be integrated into the overall set of proposals through iterative, active listening.

The Youth Programs Sprint will be populated by:

Quaker Life Council Meeting of 16 December 2017

- A total of 3-6 Friends, including *ex officio* members.
- The Associate Secretary for Program and Religious Life, as an *ex officio* member.
- Up to four non-council members who are stakeholders and/or experts in supporting youth at various ages.

The Quaker Life Council is responsible for approving:

- The vision, mission and governance process.

State of the Meeting Reports (QLC Interim Clerk Amy Taylor Brooks)

Dear Friends of Philadelphia Yearly Meeting,

It is with joy that I write to you about our revival of state of the meeting reports! I invite all monthly and quarterly meetings to restart or continue the annual custom of conducting a spiritual self-assessment. As our new Faith & Practice illuminates, this tradition provides, “a deep and meaningful opportunity that draws the community together.”

Issuing a state of the meeting report that details the process the meeting community undertook and the insights at which the meeting arrived also helps other Quaker communities. When we see what others are celebrating, mourning, and witnessing across our yearly meeting, we can be inspired, drawn even closer together, and moved in our spiritual development.

The Quaker Life Council has been working on how best to steward the revival of the practice of issuing state of the meeting reports. Overtime, we will develop an online archive of state of the meeting reports so that anyone in our yearly meeting community can be inspired at any time! Of course, we will redact anything that needs to remain confidential.

I outline below the process that the Quaker Life Council will use to steward state of the meeting reports:

- All monthly meetings are encouraged to forward their state of the meeting reports to their respective Quarterly Meetings.
- In turn, the Quarterly Meetings are encouraged to forward their own state of the meeting report in addition to the reports of their monthly meetings to the Quaker Life Council.

Quaker Life Council Meeting of 16 December 2017

- Worship groups and any other community that is part of Philadelphia Yearly Meeting may also submit a state of the meeting report, forwarding it directly to the Quaker Life Council.
- If desired, monthly and quarterly meetings can use this online form [hyperlink] to submit their state of the meeting report. Friends can also email the reports directly to [an email address]. Or mail hardcopies to: Quaker Life Council, Philadelphia Yearly Meeting, 1515 Cherry St, Philadelphia, PA 19102.
- The Quaker Life Council will read every state of the meeting report that it receives and use the reports as a basis for its assessment of the state of the spiritual and religious life of our whole yearly meeting community.
- The Quaker Life Council will issue its own state of the meeting report to be presented at the July 2018 Annual Sessions and then shared widely with Friends thereafter.

This year, I encourage meeting communities to refer to the queries in our new Faith & Practice as a guide for conducting a spiritual self-assessment and for writing the state of the meeting reports. I also encourage meetings to include a description of any specific issues of concern they have experienced in the past year.

Lastly, the Quaker Life Council is especially curious about how meeting communities are thinking about the purpose and importance of membership. We'd also like to hear about any anti-racism work that any meeting communities might be exploring, large or small.

We hope to receive and review state of the meeting reports during our meeting in June of 2018 and request them by May 31, 2018, if possible.

Sincerely,

Amy Taylor Brooks
Interim Clerk, Quaker Life Council

New Program Committee Charge with Funding Responsibilities Added

BASICS:

- A. 6-8 people including ex-officio; Up to four non-Council members may be invited
- B. Ex-officio members include: Council Clerk and Associate Secretary for Program & Religious Life
- C. The Committee may want to form subcommittees. Subcommittees may include non-council members.
- D. The Community Engagement staff will work with the Committee as appropriate

RESPONSIBILITIES:

- 1. Reviewing and making seasoned recommendations about collaboratives, sprints and other programs in the care of the council
- 2. Caring for and holding accountable collaboratives, sprints and other programs not otherwise assigned
- 3. Developing and maintaining structures and standards for doing the above
- 4. Creating and updating the rubric to guide allocation of funds
- 5. Making seasoned recommendations to the council about distributing funds
- 6. Work within the practical and legal guidelines of PYM finances

Program Committee Narrative Description

The Program Committee of the Quaker Life Council is a group of people who look for purpose and belonging. They listen for what is moving the people in our community toward meaningful lives followed with integrity. They dwell in worshipful landscapes that help us reveal who we are and who we can become. With love, care, and accountability, the Program Committee partners with staff to provide resource and renewal so all collaboratives and Quaker Life Council sprints may be networked, broadly relevant, and effective in achieving their goals. The Program Committee meets on a monthly basis, including community engagement staff, to help chart a path of loving stewardship that celebrates gifts and leadings, follows the life of the Spirit, and opens us to new possibilities.

**PHILADELPHIA YEARLY MEETING
CONFLICT OF INTEREST / DUAL LOYALTY POLICY
ANNUAL DISCLOSURE STATEMENT
Adopted: March 2016**

“Friends decision-making is rooted in the spiritual oneness of a religious community...Our process is democratic in the sense that everyone is encouraged to participate. However, it also goes beyond democracy in that it does not rely solely on human will or ability. Participants are expected to put aside personal desires and allow themselves to be led by a

Guide beyond the self...The act of choosing is inescapably religious, in that it reveals our fundamental values and deepest loyalties. Friends must, therefore, be rigorous in discerning the ultimate source of their leadings, always looking beyond the self, and never letting their own wills become a substitute for God.”

- Faith & Practice, Philadelphia Yearly Meeting of the Religious Society of Friends, 2002

INTRODUCTION:

At PYM, we recognize the tremendous efforts of our members to set aside their own will to be Divinely led while seeking Truth and making decisions. We also recognize that much of this effort occurs within each member, potentially unseen or unrecognized by others.

Because members of the governing councils serve PYM, they have an obligation to exercise reasonable care when they make a decision as stewards of PYM. In fact, all governing council decisions are to be made solely on the basis of a desire to promote the best interests of PYM and all its members. Since members of the governing councils are inevitably involved in the affairs of other institutions and organizations that have dealings with PYM, their relationships, and affiliations with those institutions and organizations can raise questions about perceived conflicts of interest / dual loyalty with the obligations to PYM. Although many such potential conflicts are and will be deemed inconsequential, we believe that by openly disclosing any conflict of interest, dual loyalty, or the potential perception of a conflict of interest / dual loyalty, will provide a foundation for transparency and credibility in decision-making.

Thus, this policy promotes the sharing of any conflict of interest / dual loyalty and provides a process by which to eliminate any potential bias or influence that conflict may cause while members consider matters and make decisions. While others may always question the decision reached, this policy intends to protect those involved in decision-making by showing the careful consideration of potential conflicts, recording the process

to address potential conflicts, and demonstrating the intentional effort to avoid bias or influence.

POLICY:

Members of the Administrative Council, the Nominating Council, and the Quaker Life Council of Philadelphia Yearly Meeting (PYM) shall submit to the clerk of their council an annual disclosure statement:

1. listing any organizations with which he or she is affiliated and where a potential conflict of interest / dual loyalty may exist;
2. acknowledging by his or her signature that the member is familiar and will comply with the latest version of this policy.

In the event there is any material change in the information contained in the annual disclosure statement, the member who submitted it shall promptly submit written notification of the change.

Additionally, in the event any member has a conflict of interest/dual loyalty in a matter being considered by their governing council, the member shall disclose fully the precise nature of the interest, involvement, or loyalty at the first knowledge of the conflict.

IMPLEMENTATION:

In an effort to lead by example, all members of the Administrative Council, the Nominating Council, and the Quaker Life Council of Philadelphia Yearly Meeting (PYM) will implement this policy.

Annual disclosure statements will be solicited by the clerk of each governing council when a member joins the council and by the start of each fiscal year (October 1) for each year thereafter. (See attached annual disclosure form). The clerk of each council shall be responsible for the administration of this policy. The clerk of the governing council and its members shall hold information disclosed under this policy in confidence, except where in the judgment of any of such persons the best interest of PYM requires further disclosure. In the event governing councils work collaboratively, all members involved in the collaborative effort shall share disclosures relevant to their collaborative work.

Although many such potential conflicts are and will be deemed inconsequential, every member has the responsibility to ensure their entire council is made aware of situations that involve personal, familial, or organizational relationships that could create a real or perceived conflict of interest / dual loyalty.

In the event any member has a conflict of interest/dual loyalty in a matter being considered by their governing council, (See attached annual disclosure form) the member, at the first

Quaker Life Council Meeting of 16 December 2017

knowledge of the conflict, shall disclose fully the precise nature of the interest, involvement, or loyalty.

Any member of a governing council who is uncertain about a possible conflict of interest / dual loyalty in any matter shall disclose their concern to the clerk; or may request a clearness committee to determine whether a possible conflict exists.

A member who has declared, or has been found to have, a potential conflict of interest / dual loyalty which is deemed consequential in any matter shall refrain from participating in consideration, discernment, or decision-making of the proposed matter, unless for special reasons the council requests information or interpretation from the person or persons involved.

Members should find it customary to disclose any potential conflict of interest / dual loyalty when a matter arises and the presence of a potential conflict exists. The clerk should be mindful and encourage this practice as matters come to agenda or discussion. (Such disclosures should be recorded.)

I have read the Conflict of Interest / Dual Loyalty Policy adopted by the Philadelphia Yearly Meeting (PYM). To the best of my knowledge, there are no matters other than those set forth below, that could give rise to a conflict of interest / dual loyalty with my obligations to the Philadelphia Yearly Meeting. I understand a conflict of interest / dual loyalty could occur when I have a personal interest or loyalty (either directly or through an affiliate) in a contract, transaction, arrangement, or other issue involving PYM being considered by the council of which I am a member, that is, or may be, economically or otherwise, adverse to, or different than, that of PYM.

Disclosure: Below is a list of all organizations and business relationships that could give rise to a conflict between my personal interest and my obligation to PYM because the organization is an entity:

- 1) of which I, or any relative of mine*, is a director, officer, trustee, partner, or employee; or
- 2) from which I, or any relative of mine, receives direct financial benefit from grants**, programs, or services; or
- 3) in which I, or any relative of mine, holds an active role in a collaborative, sprint, project, or group where the actual or potential use of confidential information could be contrary to the best interest of PYM.

Quaker Life Council Meeting of 16 December 2017

() I have no conflicts of interest / dual loyalty to disclose.

Signature: _____ Name: _____

Date: _____ Council: _____

* A "relative" is any person who is (a) spouse or partner of the member, (b) a parent, child, brother, or sister of the member, (c) a parent, child, brother, or sister of the spouse or partner of the member, and (d) the spouse of each person listed in clause (b) and clause (c).

** In no way should this policy imply that members should reveal receipt of any individual PYM grants.

