



# Philadelphia Yearly Meeting

*of the Religious Society of Friends*

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*04.27.2020 Quaker Life Council Minutes*

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Present: Anthony Stover (clerk), Cathleen Marion, Sue Dietz, George Rubin, Margaret Dawson, Bryn Hammarstrom, Melanie Douty-Snipes, Susan Kight, Zachary Dutton (staff), Olivia Brangan (staff)

Regrets: Ayesha Imani, Kate Bregman, Julia Carrigan

Zachary presented a revised charge to support the focus of the Program Committee.

After discussion, some points were raised. The Program Committee needs more people resources. We need clarity on what is expected of the Program Committee. We have a model that has worked for populating other committees that we can apply to recruiting for the Program Committee. There is a concern that the Program Committee's current charge and the proposed revision may not be engaging enough. This may be because its role covers too many functions. It is possible we need to simplify the charge, break up the Program Committee's charge into multiple committees, or encourage the committee to form sub-committees that cover specific program areas. The Program Committee will work on revising the charge that was proposed and bring it back to the council for review.

The council approved several committee appointments and committee clerk appointments, listed below, the year listed indicates term ending. An asterisk indicates the second term.

New members for the Ministry & Care Committee:

Inspira Williams Haddonfield MM 2022  
Karen Lightner Germantown MM 2022  
Susan Elliott Chester MM 2022  
Dana Robinson Lansdowne MM 2022  
Charles Randall Media MM 2022

New members for the Sessions Coordinating Committee:

Connie Lezenby Gwynedd 2024  
Tyler McCullough Newtown 2024



New Co-Clerks for the Sessions Coordinating Committee, beginning 1 October 2020:

Carter Nash Harrisburg \*2022  
Cathleen Marion Downingtown 2023

Co-Clerks for the Youth Programs Advisory Committee:

Rae Dole Providence 2022 10th Grade Student, Co-Clerk  
Robert Rosenthal Central Philadelphia 2022 At-Large, Co-Clerk

Appendix A – Proposed, Revised Program Committee Charge

#### **PROGRAM COMMITTEE**

- The Quaker Life Council (QLC) Program Committee consists of 10 to 15 people appointed by the Quaker Life Council.
- The Program Committee has a clerk and sometimes a convener, who are also appointed by the Quaker Life Council.
- Members of the Program Committee should have experience in programming, granting, caring for spiritual community, volunteer coordinating, and/or community organizing.
- There should be at least one member of the Quaker Life Council also serving as a member of the Program Committee.
- The PYM Associate Secretary for Program and Religious Life, and the PYM Community Engagement Coordinator will also be members of the committee, serving ex officio.
- The committee may want to form subcommittees. Subcommittees may include non-council and non-committee members.

#### **CHARGE**

The Program Committee's charge relates to the sense of belonging, relationship and community among Friends' service at the yearly meeting level. Additionally, the Program Committee provides care and accountability to collaboratives, Resource Friends, bridge contacts, and representatives to other organizations.

With Divine assistance, the Program Committee primarily supports community building among the people who are active across our yearly meeting's governance structures. The committee is also charged with reviewing and making seasoned recommendations about collaboratives, sprints, resource Friends, bridge contacts, and representatives to other organizations. The Program Committee supervises the allocation of funds from the Quaker Life Council funding, within standards of business practice and the legal guidelines of PYM finances.



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## **AUTHORITY**

The Quaker Life Council delegates the following authority to the Program Committee to:

1. Hold collaboratives and sprints in care and accountability to fulfill the mission and goals they identify in their applications; keep their mission and goals up to date.
2. Hold Resource Friends in care and accountability to fulfill their mission as defined by each Resource Friends Practice Area; delegate this oversight responsibility to other Quaker Life Council committees as appropriate.
3. Hold appointed representatives to other organizations in care and accountability to fulfill their mission as outlined by the Nominating Council; maintain relationships with the Nominating Council regarding this responsibility.
4. Supervise the allocation of funds that support collaboratives, sprints and other work and witness with QLC funding.
5. Approve or disapprove funding requests from groups that are already formally part of the yearly meeting (such as granting groups, collaboratives, sprints, ad-hoc groups, committees and subcommittees). See Section Three for the policy on receiving funding requests from granting groups.
6. Develop any policies or processes needed to facilitate numbers 1 through 5.
7. Perform duties as assigned below.

Before creating any process or policy outside that defined above or within the review process below, the committee must obtain Quaker Life Council approval.

## **DUTIES**

1. Serve the Quaker Life Council in an advisory capacity.
2. Work with the Community Engagement Coordinator to establish relationships of mutual accountability and care with collaboratives and sprints.
3. Work with the Community Engagement Coordinator to establish relationships of mutual accountability and care with Resource Friends and representatives to other organizations.
4. Support the Community Engagement Coordinator in recruiting and developing relationships between and among bridge contacts.
5. Support the Community Engagement Coordinator in facilitating volunteer appreciation and relationship building among Friends involved across our yearly meeting's governance structures.
6. Advise the Quaker Life Council about issues related to the care and accountability of collaboratives, sprints, bridge contacts, Resource Friends, and representatives to other organizations.
7. Provide the Quaker Life Council with expertise and recommendations, as needed, for consideration of work and witness applications and funding applications.



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8. Recommend to the Quaker Life Council (QLC) for approval or disapproval all sprint and collaborative applications.
9. Recommend to the QLC for collaboratives and sprints to be laid down or for their formal status to be changed in some other way when their charge is complete, when their energy has waned, or when their mission has become incongruent with PYM's strategic directions.
10. Recommend to QLC for approval or disapproval all funding applications submitted by groups that are not already formal structures of Philadelphia Yearly Meeting.
11. Provide to the Quaker Life Council regular reporting on: 1) collaborative and sprint activities, 2) the state of the QLC envelope funds, 3) funding decisions made in response to applications for funding from PYM groups, and 4) all expenditures approved or recommended.
12. Consult and liaise with other committees (Agenda, Etc.) and "community" stakeholders as appropriate prior to any recommended action.
13. Contribute content to the Quaker Life Council's corollary handbook as requested.
14. Contribute to the Annual Report of the Quaker Life Council to the PYM membership.



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