

Philadelphia Yearly Meeting Administrative Council
Saturday, January 19, 2019
Approved Minutes

Present: Andrew Anderson, Emily Blanck, Harry Bryans, Tony Capozzoli, Bruce Haines, Linda Lotz, Linell McCurry, Richard Morse (Zoom), Barry Sloane (Zoom), tonya thames taylor (Zoom), and Terri Whiteford

Regrets: Erika Juran, Roy Zatcoff, and Christie Duncan-Tessmer (*ex-officio*), who attended the Quaker Life Council meeting

1. The **agenda** was reviewed and **approved**.
2. **The minutes of November 17, 2018 and December 15, 2018, were approved.**
 - The *November 17, 2018*, minutes were approved with minor changes: Emily Blanck was present and Tony Capozzoli was not present.
 - The *December 15, 2018*, minutes were approved with minor wording changes.

3. Personnel Committee Annual Report

Linda Lotz reported about their work this year. This year, the committee discussed and established new policies, had almost completed a draft of an updated staff handbook, reviewed job descriptions, and simplified the performance review process. The committee continues to work with staff on a staff voice policy, which is currently in the hands of staff.

They are seeking more members for the committee.

The report was received with gratitude for the Personnel Committee's hard work and professionalism.

4. Minute to Accept the Final Draft Minutes from PYM's 2015 Annual Sessions

In 2015 Annual Sessions only approved minutes from two business sessions on July 30. It failed to approve minutes for its remaining sessions from July 31 – August 2. The Body kept running out of time. This prompted the formation of an experimental committee charged with approving minutes which PYM used in 2016-17. In March 2018 PYM adopted a return to the practice of reading aloud and approving minutes at the end of each business session.

The issue today is approval, not content. PYM provided the 2015 draft minutes to the auditors, which they found acceptable. In 2016, incoming Presiding Clerk Penny Colgan-Davis took steps to get the minutes approved, but the work was never completed. As a result, the 2015 minutes still are not approved. The absence of the 2015 minutes on PYM's website and in its permanent records leaves a gap in our reporting of the yearly meeting's work.

It is now too late to approve the 2015 minutes. We could not approve these minutes with integrity after so much time has passed. Memories are fuzzy, and we don't even know who attended each session. This is reinforced by current expectations of good practice, as evidenced in the IRS standards for nonprofit minutes (Form 990). These standards provide

that minutes should be contemporaneous, meaning that they should be approved within 60 days after the meeting, or at the next meeting of the governing body, which would have been the 2015 November Continuing Sessions.

Still, the draft minutes remain PYM's account of 2015 Annual Sessions and should be part of its permanent records. **Accepting that they are and will stay in final draft form, the Council directs PYM staff to post the 2015 draft minutes on the website as the best record of our time together and to maintain and preserve them with all other PYM Sessions Minutes.**

5. Report from the PYM Clerk's Job Description Sprint

Harry Bryans reported on the sprint reviewing the PYM Clerk's job description. The sprint is made up of Harry Bryans, Betsy Bayardi, Anthony Stover, Melanie Douty-Snipes, Sue Petrocelli, and Susan Kight. They set up an interview protocol and have interviewed people with clerking experience within PYM and outside PYM. These included members of six other yearly meetings, three of which are dealing with similar issues. The sprint may not complete their work by February. They requested an extension to the April Admin Council meeting, which will allow some time to review it in Admin's May and June meetings. **We approved that the sprint may report their findings in April.**

6. Multicultural Audit Committee is having open Zoom meetings and is not reporting anything new this month.

7. Joint Council Retreat Planning

Bruce reported that the three councils (Admin, Quaker Life and Nominating) will hold a retreat in September and are creating a sprint to plan it. He asked Friends to consider working on the planning effort. Governance Committee will be asked to find some volunteers to serve on the planning sprint.

As possible topics for the retreat, Friends suggested revisiting the seven strategic directions, and looking to the future of the yearly meeting by expanding our population and by developing stronger bonds among the members with PYM.

8. Councils Appointing a Co-Clerk or Alternate Clerk

The need for each council to appoint a co-clerk or alternate clerk was discussed briefly in the joint council meeting at the start of the morning. Bruce plans to have some individual conversations and encourages members of Admin to let him know if they are interested.

9. Closing Worship began at 12:36 PM.

Emily Blanck, recording clerk