

Annual Report

BYM Supervisory Committee

March 17, 2018

2017-2018 Committee Members: Sheila Bach, Peirce Hammond, Josh Riley, Adrian Bishop, Ken Stockbridge (as BYM Presiding Clerk), Tom Hill (as BYM Treasurer), and Marcy Baker Seitel (SC Clerk, and as Clerk of Interim Meeting)

The Supervisory Committee guides and supports the work of the General Secretary of BYM, ensures support and care for all staff members of BYM, attends to policy and financial matters related to the staff, and oversees care of the BYM office building. Supervisory Committee meets monthly and our meetings so far have been in person, though we are open to having members attend by conference call or Zoom.

Our committee has supported Ned Stowe as he worked through the end of his first year as General Secretary and into his second year. Accomplishing the construction of the bathhouse at Catoctin Quaker Camp was a major part of Ned's work from January to June 2017. He helped implement the "Friendly Loans" program, visited on-site as needed, and actively took part in the continuous problem solving needed to bring this project to completion by the start of the 2017 camping season. It was a great accomplishment; Supervisory Committee was apprised of the events and offered guidance and support.

Another major focus of the Supervisory Committee's work with Ned was to season the recommendation for new staff positions, made by the ad hoc Healthy Organization and Purposeful Evolution (HOPE) Committee after these positions were approved in principle at March Interim Meeting in 2017. The recommendations included adding the new position of Associate General Secretary, which would replace the current Administrative Manager position, and making the position of the temporary, quarter-time Administrative Assistant into a full-time Administrative Assistant position.

Our committee considered the concerns brought to the HOPE Committee in March, and through the spring and summer considered the best way to add staff to BYM as an organization. We took time to consider different structures for supervising employees of BYM. We noted that the General Secretary has seven people reporting to him, and that it is preferable to have a structure in which more of the supervision is shared. We considered a variety of possible staff structures. Because it is unlikely that BYM will be able to add higher-level administrative staff positions in the near future, we kept the structure that we have, continuing the number of people who report to the General Secretary, but working toward having the new position of the proposed Associate General Secretary, over time, take on the supervision of more employees.

In October, the Interim Meeting gave approval to both of these changes, and compensation for the positions was part of the 2018 budget. The specific compensation information for the 2018 budget is given at the end of this report. The Associate General Secretary began his new position in January 2018. The search for a full-time Administrative Assistant began in January, and is moving forward as of the writing of this report.

The Supervisory Committee gave support to our General Secretary as he worked closely with the Stewardship Committee, the Comptroller, and Camp Property Manager to restructure BYM's annual budget. This process continued through the year.

At the request of the ad hoc HOPE Committee and Interim Meeting, Supervisory Committee also devised recommendations for how decisions can be made by BYM between Interim Meetings. We have been using

a process that has worked well, but it is not fully reflected in the Manual of Procedure. While it seems not to have done so in recent years, our committee will now re-adopt the process of being the committee that makes non-policy decisions on behalf of the Yearly Meeting in between Interim Meetings. We are recommending that language be added that says we will confer with committees that hold a concern for the subject matter at hand, and will make a decision with those committees.

In August, the Clerk of Interim Meeting Clerk became the Clerk of Supervisory Committee, which has often been the practice in our Yearly Meeting. The Clerk of Supervisory Committee meets weekly with our General Secretary to discuss the work and especially pending decisions. At the end of 2017, we began collecting information for Ned's annual review of his work for BYM. SC Clerk and another member of SC interviewed all the staff members who report to Ned. This allowed our committee both to learn how Ned is perceived as a supervisor, and to hear about staff members' experience in their work. BYM Committee Clerks and Monthly Meeting Clerks were asked to give feedback about their experience working with Ned. At our February meeting, we affirmed that we would like to have Ned continue his employment with BYM, and we are glad that he plans to do so.

Our committee has much work to do on defining more clearly how staff and committees can work best together, and how the staff of BYM would be best supervised. In working with our SC Manual, the BYM Employee Handbook, and the Manual of Procedure, we have found changes have taken place in the basic understanding of whom a staff person reports to, and who makes decisions about compensation changes. We look forward to clarifying these important practices, and recommending to Interim Meeting and Annual Session changes to our documents that will clarify our practices for our community.

Our committee supports our General Secretary's desire to have a clearer process for setting goals and realizing the day-to-day mission of BYM. As an organization, we have articulated our overall purpose through our mission statement, but have not yet specified the kinds of goals that help daily decision-making. We will continue to work toward developing ways to talk about long term planning and goal setting.

As a treat for all of us, our committee members enjoy treating the BYM staff to lunch two times a year. We have time to share stories from our lives and enjoy a meal together.

2018 Budget and Human Resources Costs

Salaries	\$ 633,596
Taxes	48,470
Benefits	172,043
Employee Contribution to health insurance	(22,853)
Retirement	<u>36,903</u>
Total	\$ 868,159

Respectfully submitted,

Marcy Baker Seitel
Clerk of BYM Supervisory Committee
Clerk of BYM Interim Meeting