Graduate Women International
Empowering women & girls through lifelong education

Minutes

Empowering Women & Girls through Lifelong Education

May 31, 2017

Board Meeting,

Graduate Women International

7:00pm – 10.00 pm CEST

No	Item	Action Item	Completion date
	Board Meeting Attendees: Geeta Desai (GD); Louise Mcleod (LM); Basak Ovacik (BO); Rae Duff (RD); Eileen Focke Bakker (EFB) Kartharina Strub (KS); Stacy Dry Lara (SDL)		
1	Meeting Called to order at 7:00 PM		
2	**Apologies** received: None		
	GOVERNANCE MATTERS		
3	**Conflict of interest–** no conflicts of interest were registered		
	AGENDA		
4	**Adoption of the Agenda**- LM requested to move her report up on agenda as she had to leave the meeting early. KS added audit and FINCOM report to agenda. Agenda was adopted unanimously.		

No	Item	Action Item	Completion date
5	**Adoption of the Consent Agenda** There was no Consent Agenda		
	Approval of April 2017 Minutes No Changes LM motion to approve; unanimously approved		
6	**Matters arising from previous minutes** Mary Hall and Louise Isaacs accepted constitutional advisor positions		
7	**Finance Report – Katharina Strub** • Financial projection: Revisions have been made to monthly report categories for clarity; Spent 82k in four months just over 20k per month; reductions are apparent; report is simpler; 2017 income is approximately CHF 250,000 – this includes 2016 early dues payments. We are considering moving to smaller office at the end of August with a lower rent; Projections for salaries to the end of year are precise – salary- related taxes are a bit high but in keeping with Swiss law; Bookkeeping costs projections are less precise because we pay by hour now but are expected to be less than half of Bookkeeping costs in the last Triennium; bookkeeper tells us that there was CHF 37,000 in current account at end of 2016. How to deal with NFAS who paid dues including increase and those who overpaid remains to be decided. There may be recommendations from the Ad Hoc Committee process, now underway. • FinCom meeting: FINCOM meeting was held on May 22, 2017; FINCOM members happy with what they saw; requested simpler reports. Angelika S. said website fees are too expensive; SDL explained during meeting that the fee is not high and an extension of staff that is currently not here. Kathy H requested breakdown of NFA dues; Kathy H wants to revamp patron program.		

No	Item	Action Item	Completion date
	• Audit KPMG auditors contacted SDL and she postponed scheduling due to conference revenues and expenses not reconciled yet. PKF new quote is CHF 4'860 for audit; not the CHF 10k for KPMG. RD to research rules for voting on whether the board can change auditors or not; constitution says annual audit must be carried out every year but does not say GWI must use same auditor; . RD: have we committed to KPMG? SDL: appears not.	RD to research rules for voting on whether the Board can change auditors or not	Within the next month
	RD: a motion can be made today to change the auditors then have GA vote later; GD: constitution does not mention how much time is to be given the GA after the motion is made before the GA votes. According to the Constitution, if the GA is expected to vote at the Triennial, a motion must be made four months in advance. RD: have we committed to KPMG? SDL: appears not.	RD to research the amount of time to be given to the GA between the board making the motion and the GA voting	Within the next month
	Motion moved by KS for the board to change auditor that was voted at the Cape Town GA from KPMG To PKF. EFB Second; carried unanimously;	SDL to send a letter to KPMG to inform them that services not required and to send letter to PKF to engage them	Within the next month
	• NFA Update Lithuania has consistently paid less than it is supposed to Cameroon – in distress and in difficult situation; for 2016 and 2017 CHF 630 owed. LM: some NFAS have paid for others in the past; EFB last board totally against this but new board should think it over. RD: If an NFA pays for another, the NFA could be bound to pay others in distress Bangladesh – says they have new officers and all is in order but KS has no further contact and cannot get number of members at the present.	KS to send payment details to EFB who will follow up with Lithuania	Within the next couple of weeks

No	Item	Action Item	Completion date
8	**Marketing Update – Louise McLeod** Three major components of report: • Discussions w/Membership VP & Membership Convener (Ronnie Nivala) • Infographics & their use • Showcasing Uganda & Bina Roy projects & Hegg Hoffett and other work Recently LM, Ronni, EFB and SDL had communications meeting; good meeting with many follow ups; communications must be integrated into overall marketing plan; LM suggests boards look at overall communications in organization as a whole; KS: need automated system for renewing dues with automated system of reminders and calculation; Ronnie and LM met again in New York and concur GWI needs official communications plan; LM: created word tag clouds for GWI and EduCom to easily communicate message; need to identify usage; started infographic for strategic plan so plan can be graphically represented; from mapping came reality of missing membership strategic plan items - regions and MemCom; mapping is a good exercise to discover what is missing. SDG4 tutorial – turning into info ebook for hand distribution to whoever wants it; will create SDG 4 ppt for use in webinar LM will create word tag clouds for resolutions. GD must show membership we are working behind the scenes. Tagline on hold. Need to revise mission statement as soon as can because not a reflective statement of GWI.		

No	Item	Action Item	Completion date
	PDC Liaison - this year the BRPID were presented as a block to VGIF rather than individually; LM recused voting due to conflict of interest; LM featuring BRPID projects into a one-pager; LM and SDL to feature projects in In Focus; webinar to be planned re this year's projects; EFB need to connect BRPID to resolutions.		
9	**Progress Report from Office - SDL** • Changing conditions at the office • Stacy's scope of work now • Stacy's priorities • Help needed from Board members Office work is intense; long hours with help from one 16-hr per week intern; new temporary administrative assistant starts 6 June; she is complimentary for up to six months from the Chomage Syni program; she will work 80% -- Monday to Thursday 8:30am to 5:30pm, this will give Stacy some needed help; SDL concerned over the amount of admin work and time she is spending on administration to keep the office afloat and its effects on her original scope of work. For added help, SDL has worked with East Anglia University in England to bring three interns to work full time mid-June to mid-July; SDL has applications and recommendations from three additional interns who currently attend the Geneva graduate institute; she plans for them to pick up where East Anglia interns leave off, keeping the flow and handover of staff moving at the office. The board expressed concern over SDL long hours; asked what they can do; SDL explained it's difficult to explain all of the duties as they are varied and many; she appreciates the board's willingness to help and will to plan for their support;		

No	Item	Action Item	Completion date
	SDL looking for office space to august move; nothing secure yet		
	Membership • Regional Meetings • Initiation of Membership Plan EFB: Ronni and Marianne working hard to finish smart plan by Sunday 4 June 2017 FUWA will hold regional meeting in 2018 and expects financial support; there is a suggestion of CHF 700 The concern is that all regional meetings will have to be supported with GWI's restrictive resources UWE invites non GWI members – this is a concern when providing financial support. GWI can only support its NFAs The Board questions what is the best approach to handling financial requests and support of regional meetings. To the Board's knowledge the only NFA who holds an exclusively GWI regional meeting – no non-members - is FUWA RD: If we fund one regional meeting, we will be in the difficult position of funding others. EFB: GWI will provide funds for regional meetings only if attendees are from GWI NFAs and amount shall be based on the membership dues model; KS: difficult to use dues model; EFB: ILO has good, women only dues calculation; RD: need more research to determine the budget to support all annual regional meetings; EFB: need to answer quickly because FUWA needs an answer; RD just give same amount to all; KS agrees.		

No	Item	Action Item	Completion date
	GD: Annually, FUWA dues amount to CHF 5’386 so we could give them 10% which is equal to CHF 538. However, if we implement 10% support across the board, we would not be able to fund North American meetings because of the high Canadian dues. The Board agreed to table solution and to let Eileen develop some guidelines for determining amounts Renewal of Pakistan; more than 7 years arrears do not have to pay additional year	Eileen to develop guidelines to determine if GWI will fund a particular regional meeting	Within next three weeks
	Advocacy • HRC • SDG 4 Tutorial UN HRC 35 session is coming up 6-23 June; SDL presented program of work that includes a report from the special rapporteur on education and the annual full day discussion on the rights of women; SDL will attend applicable sessions on behalf of NFAs; will publicise; she will call on Geneva UN reps to assist with coverage; SDL will deliver oral statement during the general debate. SDG4 tutorial coming along and needs to be promoted further. GD: All advocacy work must be promoted more to membership; a great deal of work is being done behind scenes and we need to share.		
10	**Governance – Rae Duff** • Review of Ballots that have taken place since last board meeting • Strategic Plan Vote • Assembly of delegates for electronic votes		

No	Item	Action Item	Completion date
	RD has prepared voting right letters for NFAs based on KS rundown of who is financial and who is not; she will send letters to each NFA telling if have voting rights or not; many NFAs in arrears and strictly speaking, according to constitution, they only have one vote. Many NFAs do not have arrears but have not paid dues; Board discussed a dues payment reprieve until 1 October in order to let NFAs vote; some in arrears do not have much voting power; 45 NFAs are financial and others cannot vote; further discussion re requiring NFAs to pay all of dues except increase by 30 June: Release of treasurer motion - follow-up NFA reaffiliation policy and social media policy are to be approved soon	Rae to send out letters to NFAs regarding voting rights	Within next three weeks
12	**Fundraising & Grants writing** • EU proposal • “My Two Cents” Campaign Parris Funding: First committee meeting was held 29 May. Project leads are Philippe Rohou, ERCIM European Project Coordinator and Prof Keith G Jeffery, consultant and past president ERCIM. : project SDL: the title appears to be Parris2 but on the teleconference it was said that the new funding application will be submitted by the consortium under the horizon 2020’s science with and for society (SWAFS) programme Teleconference 1 resulted in action items for all to study SWAFS calls for funding and be prepared for dialog at teleconference 2 on 22 June; completing actions from teleconference 1 will prove fruitful; funding available is some Euro 3 million		

No	Item	Action Item	Completion date
	Prior to teleconference 1, Philippe and Keith had predetermined that from the 30 SWAFS calls, the best course of action for the consortium is to consider three horizon 2020 SWAFS calls: numbers 3, 16 and 23. (22 was an option but has already closed) Each SWAFs addresses a gender perspective and international cooperation thereof. Deadlines for submittal of 3. 16 and 23 is 31 august 201 SWAFS 3 calls for support of research organisations to implement gender equality plans by removing barriers to the recruitment, retention and career progression of female researchers; SWAFs 16 calls for removing barriers to the recruitment, retention and career progression of female researchers, addressing gender imbalances in decision making processes; strengthening the gender dimension in research programmes. SWAFs 23 will contribute to the implementation of principle 10 of the 1992 Rio declaration on strengthening access to information, public participation, and access to justice, and the ensuing UNDP/UNITAR Bali guidelines for national action plans, as well as other Rio principles. My Two Cents: GD: must get going; BO is free to talk after 16 June; SDL concerned over planning staff; has asked for meeting with blue heron events in Geneva to discuss gratis help for place on website.		
13	Meeting Adjourned: 10:00 PM CEST. Local Geneva time		

No	Item	Action Item	Completion date

Consent Agenda The purpose of the consent agenda is to ensure the Board focuses on strategic matters and those requiring decisions. The consent agenda acknowledges items which are not discussed as they are for noting and require no further discussion. Board members have the opportunity to remove items from the consent agenda so we can discuss them if you so wish by making this known when the approval of the consent agenda is set down in the Agenda .