Graduate Women International
Empowering women & girls through lifelong education

Empowering Women & Girls through Lifelong Education
Board Meeting Minutes
September 5, 2017
8.00pm – 10:45 pm CEST

No	Item	Action Item
1	Meeting Called to order at 8:02pm CEST	
2	**Apologies** -None	
	GOVERNANCE MATTERS	
3	**Conflict of interest–** no additional conflicts of interest were registered other than those provided with the Board papers.	
	AGENDA	
4	**Adoption of the Agenda**- GD moved to adopt the agenda; LM seconded; agenda adopted unanimously	
	MINUTES & CORRESPONDENCE -	

No	Item	Action Item
5	**Approval of Minutes of August 8, 2017 Minutes** EFB asked for change of spelling of her name to Eileen Focke-Bakker GD moved to adopt minutes of 8 August; RD seconded; KS abstained, EFB approved minutes contingent on spelling correction. Minutes were approved	
6	**Matters arising from previous Minutes** - Consent Agenda List • Bina Roy Projects – publicizing them to the membership • Use of Analytics • Webinar for CIRs • Making Communications more effective • Publicizing Forum • Email to Presidents and CIRs to have members sign up for Discussions Network GD: No discussion to be held during the board meeting this evening on the assumption that items are moving forward in a timely manner. Motion to approve consent agenda; consent agenda was approved.	Stacy, Eileen, Louise
7	**Matters Arising from previous Minutes bearing discussion this meeting:**	

No	Item	Action Item
	• Status of e- book for Membership and other materials LM: prototype is ready for MemCom; EFB: shared the draft of the e-book at the UWE meeting in Graz at the end of August. It was received well • Conversation with Elizabeth Poskitt (EP) EFB met with Elizabeth Poskitt at UWE breakfast; EP is doing intense research for a paperback rather than coffee table book; her focus is on IFUW/GWI photos and history. RD had also emailed EP and received a response in which EP expressed surprise that the previous Board had asked her to create this book. RD will follow up with EP about how EP envisions the final product and what the costs of editing and publishing might amount to. After this conversation, the board will make a decision on whether a book is actually published or whether EP's research can be used in various interesting ways in the planning and implementation of the Centenary. The idea is to not have EP's research go to waste but to also balance this consideration with the actual printing costs and projected sales.	Rae Duff to report back to board

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	SDL should be consulted before the final decision as she has experience in marketing and will be the best person to advise the board on the final decision. EP is going to send EFB Lamp of Friendship which she has already written. EFB will share with Board when she receives it or will communicate her first impressions so that the board has an understanding of what to expect. • Centenary location and Committee GD asked RD how the decision of where to hold the centenary Triennial should be made. RD said there is no particular process. Usually NFAs are asked to submit proposals to hold the GA in their respective countries. This year is different because it is the Centenary. Geneva is not only home to GWI headquarters, it is relatively more affordable. KS said it would be a good idea to hold in Geneva where the celebration would be in proximity of the United Nations – the UN being a primary focus for GWI RD said that another point in favor of Geneva is its stability and easier access for attendees as opposed to countries that have tightened their visa processes.	Rae and Stacy Eileen

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	The Board discussed locations for the centenary and decided on Geneva. RD moved to hold centenary in Geneva; EFB seconded and the motion was carried unanimously. GWI is going to convene an international Committee for the planning and implementation of the Centenary celebration. All board members will have to serve on the committee or its sub-committees	Geeta
8.	**Financial Report** • August 2017 report and monitoring of expenses to balance budget KS said that the August report was not available as Catherine Herbez is still working on it. It will be available at the time of the meeting. • Year -end projection 2017 projection is for a balanced budget – for the first time in four years • 2016 Report for auditor: Catherine Herbez, Stacy and Katharina have been working at putting together the 2016 financial report for the audit which is to take place at the end of September	For the next meeting, Katharina will send financial statements for August and September if possible, depending on how time-consuming the audit is for Catherine Herbez.

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	• 2018- 2019 Budget Teachers for Rural Futures has been specifically identified in the budgets to show contributions to this program and to show that this program is not only supported by membership dues. Catherine Herbez has also recommended to KS that Bina Roy Projects in Development (BRPID) should be also listed separately to show that the inflow of donations to support this program is the same as the outflow. In other words, GWI does not retain any of the contributions for overhead. Similarly, Hegg Hoffet should be identified separately Website and IT expenses were separated due to negative comments about lumping them together. It's much clearer now that Website is shown as a program – which it is and IT is budgeted as an office expense because these expenses are part of the organization's overhead expenses. The board liked all of Catherine Herbez's and Katharina's practical recommendations and moving forward these changes will be seen in the financial statements	

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	RD said it was great that we do not have a deficit for 2017; that we should continue to be prudent; KS said that we have already reduced expenses tremendously. • Fin Com Recommendations Katharina shared that all four FinCom members accepted the resolution for dues increase and recommended that the Board accept the Ad Hoc committee recommendations. FinCom also agrees with the need to change auditors in order to increase cost-effectiveness for GWI. Fin Com's acceptance and recommendations will be sent to the GA to accompany the motion on the dues increase as well as the motion for a change of auditors Katharina will send the board both documents from Fin Com	Katharina
9.	**Increase Related Motions for Meeting** The board reviewed, one final time, all three motions that are to be sent to the GA: the increase in dues, 2018 and 2019 budgets and the change of auditor.	

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	• 2018 and 2019 budgets These needed to be voted on again because it was the board's opinion that budgeted line items have changed although the bottom line has not. KS explained the changes: the budget format is the same; the numbers have been derived from 2017 budget; income introduced for Girls Choices App to continue project/get app finished and launched; 325'000 CHF budget is fluid as NFAs pay and the increase or decrease of their memberships. GD asked if KS could add a heading for each of the budgets to show that they were based on GWI receiving a total dues increase of CHF 7 or variation thereof in 2018-2019. KS wanted a line item for the centenary GA RD thought it important to show a line item for the centenary; if funds are left over they could go to regional meetings; KS moved to accept new budgets for 2018 and 2019; EFB seconded; budgets were approved unanimously. The motions were considered in good shape to send out to GA.	Katharina to make necessary changes and to send documents in time to send out with motions to the GA

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	• A cover letter needs to be written • There is no additional advice regarding the impending vote, from our constitutional Advisers • CFUW has sent a couple of questions to Rae regarding the parliamentary procedures- whether additional time can be provided before the vote, whether amendments can be made and what happens if the motion on the increase fails It was decided that the NFAs could have six weeks rather than a month before the vote	Geeta to write cover letter in time for motions to be sent out to GA Rae to write back to CFUW as soon as possible that amendments cannot be made at this stage
10	**Fellowships** • Centenary Scholarship • Promotion of this scholarship to prospective donors BO is the board liaison to the Fellowships Committee. The Committee was previously planning to give out 100 fellowships to mark the Centenary. Instead now, it would like to award a CHF 12,000 fellowship named for one of GWI’s founders – Caroline Spurgeon.	Basak to follow up with the Fellowships Committee and report back at next board meeting

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	RD gave the example of NZ – it does not cite the amount of the scholarship. There is some need to be cautious in case we do not raise the entire CHF12,000 BO shared that the Committee members intended to donate. FellComm is expecting all NFAs to donate. RD suggested that individuals be asked to donate rather than the NFAs. GD highly recommended that all board members make a concerted effort to secure donations from friends, family and community. This will be a life-changing experience for one PhD student. We need to start promoting right away - as soon as the Committee gives us a compelling description of the fellowship. BO shared that Committee intended to post the Call for Applications on the GWI website from 2018 December until March 2019.	
11	**Fundraising** • Centenary fundraising	

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	BO has been working on a GWI Centenary Collection and she needs to get back to the factory and place an order so that we can start selling the t-shirts, mugs, caps; keychains later LM wondered about a special logo for the 100 anniversary? BO said that all items could have the special logo. LM suggested a contest for young members or NFAs to produce a logo. This could be a good way to involve the NFAs. KS thought that the projected selling price was expensive. BO though that the selling price could be adjusted. An order of a smaller quantity would raise the price. EFB said that the bracelets sold well at the UWE AGM. It was decided that Board members would think about the prices and the number of items to be ordered as well as how we can make a down payment but we do have to decide soon BO was congratulated on a job well done Motion to be made at next board meeting	Louise, Stacy and Basak to work on Logo Contest concept and report back at next board meeting All board members to give this some thought Finalization of Orders, productions, down payments to be made at next board meeting

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	• Other avenues of fundraising Also discussed were the GWI Friendship through Education bracelets and My 2 Cents for Girls' Education for advocacy in 2017, and later a fundraising opportunity for GWI and NFAs.	Stacy and Basak continue to work on this and to let board members know how they can help
12	**Membership:** • New NFAs EFB: I wrote memo about this • Status of outreach to members EFB attended the UWE AGM at the end of August 2017; the UWE Constitution was changed to allow non – GWI organizations to remain members of UWE. There was also a vote that at least 2 UWE Board members must be GWI members Italy and Finland know of the CHF 7 increase to be voted on and are open to discussing membership Romania wants to remain a member but is pressed for funds.	Eileen to stay in touch with Italy and Finland

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	Ireland was really in favour of GWI at the UWE; generally speaking there was a good feeling for GWI; Israel is trying to join UWE – working on MOU • Membership materials and marketing All materials coming along and looking good. • EU Proposal EFB is still researching but preliminarily Ireland, Italy, Romania (if they catch up on dues) and Dutch would be partners.	Eileen will keep the board apprised on this subject

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