Graduate Women International
Empowering women & girls through lifelong education

Empowering Women & Girls through Lifelong Education

Board Meeting Minutes
October 9, 2017
7:00PM CEST

No	Item	Action Item
	Present: Geeta Desai (GD), Rae Duff, (RD), Eileen Focke-Bakker (EFB), Louise McLeod (LM), Basak Ovacik; Katharina Strub (KS); Hazel Bowen (HB) and Stacy Dry Lara (SDL)	
1	Meeting called to order 7:13pm CEST. Board welcomed Hazel Bowen, Vice President, Advocacy and Education. Hazel has served in many capacities within GWI and has long experience and history with the organization.	
2	Apologies – None	
	GOVERNANCE MATTERS	
3	**Conflict of interest–** no additional conflicts of interest were registered RD reminded all board members to register any conflicts of interest that may stem from their affiliation with other organizations.	
	AGENDA	

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4	**Adoption of the Agenda**- LM requested that marketing be added to the agenda but then decided that items would could be better discussed under agenda item Membership. Motion to adopt the agenda was made by HB and seconded by EFB. Motion carried unanimously.	
5	**Adoption of the Consent Agenda** There was no Consent Agenda	
6	**Approval of Minutes** Minutes of the September 5, 2017 Board Meeting were approved Motion was made by GD and was seconded by RD. Motion carried unanimously.	
7 a	**Financial Report** • September 2017 Statements and review of year- end projection (are we on track?) There were no October statements. July, August/September monthly statements and the second (Q2) and third quarter (Q3) report are in Dropbox. All finances are on track. Reporting highlights were: The cumulative income for September 2017 was CHF 263,178 and accumulated expenses were 181'672 indicating that we can expect to end the year 2017 with a positive result. The dissolution of empty unrestricted funds is a step in the right direction in reducing an artificial budget created by the previous bookkeeping system; we need to study the rest of the deficit to ascertain its nature and how bookkeeping has tracked it in the past; A Hegg Hoffet grant of CHF 1'504 was	

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7b	made and the fund received CHF 1’467 in donations; the income from the sale of the GWI Centenary bracelets brought in over CHF 2’000 since its inception. GD asked if bookkeeping expenses were being monitored and contained. The year to date expense for this line item has been CHF 14’998; KS reminded everyone that the budgeted amount is CHF 28’000 so that this line item is still under budget and will be kept as low as possible because savings can be put towards the Centenary Scholarship. • **Rationale for and Confirmation of NFAs that are eligible for voting rights** The list of NFAs that are eligible to vote is still being worked on. The two conditions to be fulfilled in order to vote are: NFAs must be paid up by June 30, 2017 (plus allowance of up to two weeks for postal/ internet delays) and NFAs must have had voting rights in 2016. This second condition is based on advice from the Constitutional Advisors that the upcoming vote is for an amendment to the motion made and carried at the Triennial GA. It is not a new motion therefore only those NFAs that exercised this vote at the GA can vote on the amendment. Motion “that only those NFAs who voted in Cape Town and those who paid 2017 dues by June 30, 2017 (plus two weeks) can vote on the upcoming motions”. Moved by RD, seconded by EFB. Motion carried unanimously. Those NFAs who have not paid in full or did not have voting rights in 2016 may be able to vote to provide their opinion on the issue. The board considers all NFAs should have their say, however, their “opinion only” vote will not be counted in the final totals for all three motions and in determining the outcome of the motions. Thus far six NFAs	

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	have been identified as voting opinion only. The number is fluid as payments are being scrutinized. If motion 1 to increase dues (by 7 CHF) fails, the increase voted for in 2016 (CHF 22) will stand. A concerted effort needs to be made to get the names and correct email addresses of voting delegates. There are still a few that are missing. As a reminder, the entire Motions Package should be resent to all the NFAs. Proposed by HB to ensure everyone understands on what they are voting and the reasons for them.	Stacy to send out the list of NFAs that have still not submitted their delegate names and addresses so that Hazel, Rae, Eileen and Geeta can follow up with these NFAs Stacy to resend package and link to documents on the website.
7c	A letter from New Zealand stated they could not vote for 3rd motion because it is not possible to change a budget. RD stated that the wording was as used in the original Cape Town motion. Budgets can and should be reviewed regularly. • **Simply Voting – online voting – what the Board needs to know** CHF 300 is the cost to set up the ballot with Simply Voting. Stacy has paid this. • **Board assistance required with online voting** Stacy will call on the board for help as and when it is needed.	Before the vote, Stacy will send voting instructions to remind all NFAs Stacy will call on the board for help as and when it is needed
7d	• **Audit**	

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7e	KS reported that the audit has been performed; GD will wait until the letter has been received from the auditors before sharing the audit with rest of board members. The PKF management letter is expected later next week then complete package can be sent to Board and to FINCOM members. Thanks to SDL and Catherine Herbez, GWI accountant for being present and available for questions during audit. • **Invoices for Dues** Invoices to NFAs for the 2018 dues are to be sent out at the beginning of November 2017 once the result of the dues motion is known. KS discussed four points: #4 – 11 NFAs paid the increase in 2017 so do not need to pay in 2018; KS would like to send two invoices to them - one with increase and one without and offer the option that the 2017 increase that has already been paid could be donated to a project; LM and RD say it is probable that their NFAs will donate 2017 increase amount to GWI. #3 Amendments: The option to pay in two parts as a payment plan is not advisable for smaller NFAs because it costs money each time they transfer a payment; KS suggests 2018 invoices to be sent out with the new dues without separating out the increase; HB: agree to show one dues payment rather than separate increase. RD agree as long as all is paid by 30 June, otherwise their membership lapses. #2 Dues model has not been applied correctly in the past for several NFAs and needs to be corrected. RD suggests the Board does not change dues model during	Geeta to send audit and letter to board Katharina to send out invoices It was decided that KS and RD will add a text to the invoice, which summarizes the payment conditions as defined in the constitution. Many NFAs have not yet realized that they have to pay half by the end of March and all by the end of June otherwise their membership will lapse. Previously, NFAs could accumulate up to three years of arrears before membership lapsed. The

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	their administration but use the ad hoc committee to determine how dues will be calculated in 2020. A letter to these under paying NFAs needs to be sent that explains they have been paying less than they should for some time. This should address the previous Board's dues calculation mistakes; and indicate that no financial action will be taken at present but a new amount will identified by the Ad Hoc Committee for next triennium. According to Motion 1 the HDI will be updated annually in accordance with the new annual fee policy introduced in the revised constitution. In the past it was only calculated every three years; any changes to the dues calculation process is to be determined by the ad hoc committee within the next year to give sufficient time for NFAs to adjust. #1 according to constitution NFAs who do not pay by 30 June lose membership; EFB said that language issues can cause delay in payments as is the case with Romania and the Board needs to keep this in mind. RD suggested that a hard copy could also be sent to NFAs via the postal service as well as the emailed invoice.	invoice due date remains January 1, 2018. KS was asked to send hard copies to the countries that have not yet paid their 2017 dues.
8	**Membership** • **Membership Action Plan 2017- 2019** Membership Plan Motion – Vote to take place at next Board meeting EFB has added in Table 3 with KPIs. In SMART plan MemCom's question is what they are expected do versus what NFAs are expected to do?	

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	Some of KPIs can be developed only for the Board but other KPIs are needed from the NFAs; Question still to be answered: Does the Board want to lower expectations from plan for the NFAs? A suggestion was that we should keep KPIs for the measurement of the Board's commitment EFB will revise the plan to indicate specific KPIs for NFA, Board and the combined commitment. EFB is in the process of bringing Botswana on board. There has been no word from Pakistan after they were told that they would have to pay a re-entry fee. • **Confirmation of five GWI regional forums and Presidents** EFB: has no preference on how regions are divided among the Board but sees it necessary that a Board member takes ownership of a region. Perhaps redefine regions; for her it is an open discussion; HB to take Africa with KS; RD interested in Japan. LM said that simply geographic proximity of countries should not determine regions.	EFB to rewrite with new levels of KPIs and submit at next Board meeting. EFB to resend the regional document
9	**Centenary Fellowship** • **Description of Centenary Fellowship** BO reported that the name of fellowship is Caroline Spurgeon Centenary Fellowship; the Fellowship is for 12'000 CHF to one recipient; Fellowships Committee wants to add the fellowship announcement to the website asap; establish a back account and send emails to NFA Presidents announcing the fellowships. GD: description needs to be more	

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	audience friendly; may need to be rewritten; need to add human aspect to the description. LM to re design. • **Promotion of Fellowship for donations** GD: need to widely promote the Fellowship; LM and GD will take Fellowship flyer to WG-USA AGM this week.	
10	**Centenary** • Fundraising – decision on T- shirts Motion re: number of T-shirts to be ordered – not voted on until further dialogue has taken place • Motion must be voted on at the next Board meeting to allow Basak to place order BO: If we can sell bracelets should be able to sell tees. BO suggested making two sets of tees; one now for the Fellowship and again later for the centenary. GD: should not use tees for both fellowship and centenary tees; fellowship needs something else. RD concerned about tee sales but asks about possibility of coasters. KS: CHF 40 is too expensive for a tee. GD: Question: how many tees are to be ordered? BO suggest two sizes of tees; sizes do not affect cost; need to order 1000 tees to get optimal price. CHF 4200 is down payment; or order 500 tees and cost price will be higher.	GD, BO, LM and SDL to continue conversation in the next few weeks in order to vote on items and order amounts at next board meeting

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	BO to look at other items. BO: can ship to all countries via DHL; suggests that perhaps DHL will carry free of charge with a sponsorship; she will enquire. • **Centenary Committee – number and composition** GD: Preference is to hold the centenary in Geneva; all Board members must participate; we need an advisory committee with co-chairs that understand the process. KS: Swiss Federation is interested in participating as the LAC. GD: called for list of candidates for the Advisory Committee. RD: suggested each region needs representation. • **Centenary Themes** Motion made by KS that the overarching conference theme will be' Peace through Education'; HB seconded. Motion carried unanimously. • **Centenary Book – Elizabeth Poskitt** RD: EP is still working on the book; not a coffee table book anymore but more of a historical GWI book. RD to continue liaising with Elizabeth. • **Begin Venue hunting**	Geeta to approach Swiss NFA

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	Swiss NFA should be approached asap. SDL: need more data before she can approach UN and other facilities. BO asked if we will work with a conference company? GD: No, but we will have an active LAC. Board members expect good turnout because Geneva is a logistically good location, HB: the more we can involve NFAs the better for their ownership of Centenary. RD: must have dedicated help for Stacy; cannot overload her. A priority is to upgrade our web meeting platform because we will have frequent meetings to plan centenary We should not renew current webinar/web meeting contract for 2018- it's very unreliable and unpredictable	All to email suggestions to SDL for ClickMeeting replacement.
11	**Advocacy** • **CSW Statement** SDL is finalizing statement on CSW62 priority theme with GD: Priority theme: "Challenges and opportunities in achieving gender equality and the empowerment of rural women and girls." Review theme: "Participation in and access of women to the media, and information and communications technologies and their impact on and use as an instrument for the advancement and empowerment of women" List of GWI delegates to CSW62 to be determined by HB; she is also to think about a parallel event; • **Other necessary prep**	Stacy will circulate for review asap; reminded Board word limit is 1300. GD, HB and SDL to meet offline regarding parallel event and CSW62 planning.

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	SDL suggests not to create the typical GWI CSW calendar; instead direct delegates to the CSW62 app; the calendar is time consuming and she sees no use for the way it was previously prepared and shared. • **Resources for delegates** To be determined.	
12	**Face – to -Face Board Meeting** • **Lack of resources** Criticism of last Novembers (2016) face to face meeting was that the Board paying for its own travel, boarding and lodging meant that only wealthy women can serve on the Board. EFB: thought that one meeting should be held where observers were invited as well. RD: Constitution requires one face to face per year and the constitution mentions nothing about allowing observers; the practice of austerity requires a constitutional change to replace face- to-face meetings with electronic meetings which are just as valid and less expensive. LM: no objection to going to Geneva for a face to face; suggested February 2018.	Face to face meeting to be scheduled for 2018
	Meeting adjourned: 22:04	