Graduate Women International
Empowering women & girls through lifelong education

Board Meeting
December 19, 2017
Minutes

No	Item	Action Item	Completion date
1	Meeting was called to order by President Geeta at 7:02CET Present: Geeta Desai (GD), Rae Duff, (RD), Eileen Focke-Bakker (EFB), Louise McLeod (LM), Basak Ovacik (BO); Katharina Strub (KS); Hazel Bowen (HB) and Stacy Dry Lara (SDL)		
2	**There were no Apologies**		
	GOVERNANCE MATTERS		
3	**Conflict of interest**–There were no conflicts of interest other than those registered and on file.		
	AGENDA		
4	**Adoption of the Agenda**- The agenda was adopted.		
5	**Adoption of the Consent Agenda** Consent agenda item: 5 was adopted by general consent		
	MINUTES & CORRESPONDENCE -		
6	**Approval of Minutes** Minutes of the November Board Meeting were not available because of a much heavier than usual workload in the office. Minutes will be provided for adoption as soon as they are ready.	SDL and RD to finalise minutes	
7	**Financial Report:** • *Financial Status* Expenses by the end of November 2017 are 228K Operating budget surplus/profit by the end of November 2017 is approximately 43K. This is due to the current Board making a concerted effort in 2017 along with Stacy, to get the expenses under control and in the following up of dues so that the organization is now at an optimal position as far as income and expenses go. This has been the first step in financial recovery and steady progress in organizational credibility and growth. Dues invoices for 2018 have been sent out to NFAs.		

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	In November no dues came in so cashflow was low; about 19K. Program expenses shown are for the Tee shirt and mug expenses. Tee-shirts and mugs are to be sold for the centenary fundraising effort - a decision made at the Nov. board meeting. Governance expense is for the Simply Voting ballot management service used in the GA electronic vote in October 2017. The board agreed to the dissolution of the empty unrestricted funds that served no purpose and were artificially adding to the organization's deficit. These funds will therefore not be shown in the 2018 financial statements. GWI has paid two Hegg Hoffet grants which accounts for the small change in restricted funds which are still showing at nearly 20K in the UBS restricted fund. No donations towards the Centenary Scholarship have been received to date. The fellowship is posted on the website. The fellowship will appear in the 2018 financial statements. • *Projection to year end and January 2018* The financial situation is not great but stable and the organization will survive the year; there are roughly CHF 10K in standing orders every month for routine office expenses – website, salary, IT, office rent, cleaning, parking, accounting, etc. Annual dues for 2018 need to begin flowing in on January 1, 2018. • *Communications from NFAs regarding 2018 dues* Many NFAs pay in January. Some of the NFA's that paid the increase in 2017 have requested it be returned. • *Motion to include new member on Finance Committee* The GWI constitution states that FinCom must have 5 or 3 members; currently has four so another required; RD approached Pat Sivertsen; from NZ. Her CV has been circulated and following discussion the following motion was made: **KS moved, and HB seconded the following: That the Board** approve the appointment of Pat Sivertsen, GWNZ as a member FinCom from 17 December 2017 until the next triennial meeting. The motion was carried unanimously.	Board members to contact own NFAs and those known to them to encourage on-time dues payment.	
8	**Marketing** • *Experience to date, creative process and protocol for optimal usage of resources offered by Marketing VP* Annual report has been the focus lately. There was a discussion about the number of emails sent and the time involved in changing	SDL to send the Activity Report	

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	the graphics and content of the Annual Report. It was proposed that graphics need to be left to LM's discretion and content can only be changed once. There needs to be synchronisation between marketing materials and the website. It was agreed that the Annual report of Activities is complete. Guidelines to submit content are an issue; all board members need to read the content guidelines distributed by LM. The question was raised "Who is the final proof reader for content?" The board member responsible for the organizational area in question should have the final say. All board members can contribute their content ideas but must adhere to content guidelines. It was noted that VP membership holds the resolutions area under her mandate but needs to involve the VP for Advocacy and Education.	and 2016 audit separately to NFAs. HB to be included in all Membership and Resolution Committee discussions.	
9	**Membership:** • *Motion to vote on Membership Plan* The content of the Membership Plan was discussed. Concern was expressed that the Membership Plan had several objectives that would be considered too simple by the NFAs who are more advanced in their recruitment ideology. It was decided that the Membership Plan would be sent out to the NFAs explaining that it included a range of activities that reflected GWI's geographic reach as well as its understanding of the diversity of its NFAs in size, culture, age, traditions and recruitment styles. The letter would further explain that NFAs could choose the activities that best worked for them given their experience with the recruitment and engagement of members. VP Membership • The activities of the of the Membership Committee were reviewed. • Upcoming activities to reach and recruit new members developed. • EFB to contact Pakistan, Bolivia and Argentina to commence re-affiliation. Bolivia keen to move quickly on reaffiliation. GWI is growing and this is excellent.	SDL to send the Plan out to NFAs in January 2018 to allow a major portion of the membership strategic objectives to be accomplished in a timely manner. GD to help with the writing of the accompanying letter which would be initiated by EFB	
10	**Advocacy Report:** • *Preparations for CSW 2018* In filling out the slate of delegates there was discussion about who else could be approached. It was agreed that Alice Kagoda and Maryanne Singh Waraich of CFUW should be approached.	SDL to send out delegate list again to HB.	

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	A plan for a side event for 2019 should be prepared. HB spoke to the following: ✓ Contact with NY UN Reps ✓ Communications with delegates ✓ Zero Draft Committee update – sent previously by LM. ✓ Education Committee The Advocacy function is being conceptualized to include EduCom and a working relationship with ResCom.		
11	**Fundraising:** • *Progress on Centenary Fundraising* • *Progress on Fellowship Fundraising* BO has Tee shirts and mugs in boxes at her house; she will ship by Turkish National Post Cargo 10kilo cost $70USD to New York and $30USD to ship to Switzerland. EFB to take tees and mugs to Rome (21 June 2018) and to Alexandria (16-17 April 2018. FelCom has been asked to help with sale of items. BO has written to Turkish Past Presidents asking for donations to the Caroline Spurgeon fellowship; British NFA committee will provide 1000 British pounds; Jennifer Strauss 500 Swiss francs; and there is another commitment for $100 USD. Meetings have been held with Colgate re sponsorship for centenary; as their global funds support issues relevant to GWI; suggested meeting with local Geneva sponsors. Child Marriage (Beatrice) initiative: $16K in funding requested. After discussion it was agreed that the project was too weak to be supported.	BO will let Beatrice know	
12	**GA and Centenary Conference:** SDL is in communications with LAC /Doris Boscardin – next meeting is Saturday, 27 January 2018 in Bern, Switzerland. KS cannot serve on LAC and the board due to Conflict of Interest (COI) but will be the board liaison; she is not available to attend the 27 January meeting but will attend subsequent meetings. Finance Committee has a preliminary 2019 budget framework based on assessment of budget line items of 2013 Triennial.		
13	**Legal & Governance:** • *Governance Documents and year end reflections* GWI is doing well as an organization. If board would like to include membership of organizations as Associate members, then guidelines need to be established. Also, privacy and health and safety policies	Terms of Reference for Associate Membership to	

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	need to be developed. i.e., for staff to make sure GWI is compliant with Swiss law in work conditions and that GWI is also protected as the employer.	be drafted by RD	
	Report of Executive Director • *Anonymous donation received* SDL: Announced that GWI has received a very generous $10K USD anonymous donation to be allocated as needed by GWI. • *Staff experience* SDL: 2017 was full of challenges but worth all of her effort. She thanked the board for their work and support. The office relocation was more difficult than anyone could imagine and took a tremendous amount of time as her work continued to flow. She explained that in 2017 there were several one offs that took major amounts of time such as the Dues Ad hoc Committee, the EU funding project, the office move, the collecting of delegates for the online vote. The intern program is growing with her relationship with East Anglia University; the Geneva Syni program is to provide another temporary candidate for six months or until the candidate gains employment. She continues to build a sound and strong office that can maintain GWI advocacy and mission. She explained that she had received more than 15K emails since starting with GWI in August of 2016. She is hopeful that since the one offs are over that she can have more time for strategy. • *Recommendations for Board to consider facilitating general workflow for the new year* The work hours continue to be a real challenge and she is hopeful that budget will allow for the hire of additional staff in 2018. • *Thanks* All Board members expressed their appreciation of all the work Stacy does and gave their sincere thanks GD thanked the board and SDL for their work and wished everyone a happy new year.		

*1 ***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.