Graduate Women International
Empowering women & girls through lifelong education

# Board Meeting, November 13, 2017 Minutes

| No | Item | Action Item | Completion date |
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| 1 | The Meeting was called to order by President Geeta at 7:01pm CET<br><br>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 | Apologies – None | | |
| | **GOVERNANCE MATTERS** | | |
| 3 | **Conflict of interest–**No conflicts of interest were registered for the meeting other than those already in the COI file at office . | | |
| | **AGENDA** | | |
| 4 | **Adoption of the Agenda-** Agenda adopted with the addition of a new items on the centenary song and centenary resolutions. | | |
| 5 | **Adoption of the Consent Agenda**<br>There was no consent agenda | | |
| | **MINUTES & CORRESPONDENCE -** | | |
| 6 | Minutes of 9 October 2017 were adopted. | | |
| 7 | **Financial Report:**<br><br>• *Progress of Revenues and Expenditures Financial Statement*<br>The report is for October since the bookkeeper's time had been occupied with assisting the auditors. KS provided account balances as of 13 Nov.<br>There is a balance of CHF 59'181 before November expenses.<br>A balanced budget is predicted for year-end as the board has taken the financially sound decision of making deep cuts to the budget for 2017. The Budget has not been balanced in the four previous years. The board is working towards making a GWI a sensibly run organization in which foundations and funders can invest.<br><br>The Caroline Spurgeon fellowship account is now open at Credit Suisse.<br>• *Status of 2018 Dues Invoices*<br><br>In 2018, dues payments will total CHF 309'389, if the number of members remain constant – an amount less than was projected with | | |

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| | the CHF 7 increase because some of the NFAs who paid the extra amount in 2017 would like the amount returned, for example Australia. Other NFAs - NZ and USA plan to donate the increase they paid in late 2016 to GWI.<br><br>KS gave an update on NFAs who are trying to pay their dues. According to the Constitution, there are a few NFAs who have not paid their dues for some time and should be terminated. However, the Board determined that if they were facing extraordinarily difficult economic conditions in their respective countries, and if they have been in touch with GWI and are trying to get their funds, they deserve a second chance.<br><br>Cameroon has sent its payment plan, but severe issues still exist – for instance there has been no Internet service in Cameroon for one year. It was suggested that other NFAs might consider paying their dues for them.<br><br>The board needs to continually think of how it can help/encourage these vulnerable NFAs – they need all the encouragement they can get from GWI to remain as members.<br><br>• *Audit*<br>2016 Audit has taken place and will be distributed to the board and NFAs. The Auditors were pleased with actions that the Board had taken to curb/ eliminate expenditures and are encouraged by the progress that has been made since August 2016 | HB is to contact Somalia and Zambia;<br><br>EFS to contact Pakistan, Bolivia and Argentina to commence re-affiliation.<br><br>SDL to upload audit to website; any questions about the audit can be found on the website. | |
| 8 | **Voting amendments**<br>• *Electronic voting of October 2017*<br>Simply Voting worked extremely well with only one eligible NFA not participating. Results letter was sent to ad hoc committee and NFAs. Difficulties with process were noted for future reference.<br><br>• *CFUW's lawyer's letter re: amendments*<br>The Board responded to letter from CFUWs' lawyer on November 9, 2017. CFUW had asked for the Audit which was sent along with the letter from the Auditor. The letter said that the Board is trying to restore the financial condition of the organization and will keep the NFAs including CFUW apprised of its progress. The current Board is unable to explain the decisions taken by the previous board.<br><br>It was suggested GD send an update every three month to the NFAs noting the business the Board was undertaking. This is an additional responsibility and will be carried out to the best of our abilities | GD to prepare quarterly report on Board activities to the NFAs | |

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| 9 | **Membership**<br>• *Update on MemCom activities*<br>A Skype meeting was held with Ronnie Nivala (Convener, Membership Committee) , LM and SDL. It was a good meeting in which the discussion of the value and development of a Member Database was the main topic.<br><br>• *Update on NFAs that are joining or re-joining*<br>MemCom is working on several re-affiliations, answering questions raised by prospective NFAs and helping them by reviewing their Constitutions and making relevant suggestions.<br><br>• *Update on Webinar for CIRs*<br>ClickMeeting, the webinar platform and service GWI has a contract with (signed by previous administration) is of a poor quality and has a number of problems including audio and video problems. That contract is about to end and GWI is reviewing other services. Therefore, webinars are on hold until a new platform and service are identified.<br><br>• *Conclusion of discussion on regions*<br>EFB said that although the regional forums are identified by GWI, this is more in the spirit of a suggestion.<br>The Board needs ensure that identified regions are true affinity groups. Some of the regions are inflexible because they have own constitutions. The Board remains mindful that regions are ok for meeting attendance but can confuse voting. EFB is striving to open the door to greater collaboration among NFAs.<br><br>New map for the website – LM needs final regions before she can complete the map. The website will not have clickable map.<br><br>• *Finalization of all marketing materials (including e-books)*<br>Membership e-book is complete. A problem – regarding a resolution about Polygamy -with Advocacy eBooks was resolved today. There are further revisions to the to the advocacy eBook and will be sent asap. It was decided that additional discussions would take place offline between the relevant board members. A reference to SDG 5 (Gender Equity) was needed. For LM to use her time effectively, as Marketing VP, Board members requiring her marketing support need to provide her with the complete and correct content that they would like to see used in the marketing piece that they would like her to produce. She has little time for the creative aspects if time is used on researching and creating content.<br><br>• *Motion to approve membership Plan*<br>Many KPIs were included in the Board's Strategic Plan and it was agreed to simplify and remove some. It was stressed that NFAs are | SDL & LM to investigate other options.<br><br>EFB to reorganize the NFA regions and will resend the list. | |

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| | responsible for implementation of this ambitious plan. Any further changes to be sent to her directly by end of November for December board meeting and distribution by year end.<br><br>• *Update of letter to CFUW's question about membership*<br>Letter to Robin Jackson sent out today.<br><br>• *Response to Dalma Jacobs of Australia*<br>Record of Dalma's email could not be located. It was determined she wanted membership numbers for the last 10 years; KS and RD can update Istanbul chart to reflect current membership; GWI is growing now and we need to show it. | Changes to Strategic plan to EFB by end of November.<br><br>GD to include a motion on the Membership Plan to be voted on in December Board meeting. | |
| 10 | **Fundraising for Centenary**<br><br>• *Update on activities*<br>• *Motion to approve order for Centenary sale items*<br><br>BO thanked everyone for help in getting the fellowship off the ground. She explained she would like to make a trial order of 300 Tee-shirts @ CHF 4.50 each and 100 mugs @ 4 each for total cost of CHF 1'750. The Tee-shirt is V-necked and in three sizes; cotton stretch blend. There was general agreement that the T-shirt order should be comprised of 50 small; 50 medium; 100 large 100 XL. BO will manage orders and ship out of Turkey. She has an appointment with DHL and hopes that it will ship for free.<br><br>BO proposed the **motion to the Board** that it purchase the starting order of 300 Tee Shirts and 100 mugs; RD: 2nd motion. Carried unanimously.<br><br>Centenary Scarves and Pins were discussed. A cost price cannot be determined until a logo from the logo contest is selected. The contest is to be launched in January 2018.<br><br>BO: has a meeting with Colgate next week and will pitch Africa and Teachers for Rural Futures. It was suggested that we need to pitch broader fundraising ideas so that the incoming funds can be used for the centenary as well as GWI projects. We should be talking to funders about the importance of empowering women and how the conference can do that.<br>BO understands urgency and priority but found it difficult to raise funds in past for other than projects; funders want to fund projects not causes.<br><br>• *GWI Centenary Logo Contest:*<br>The logo contest is featured in the Members Corner on GWI's website and is awaiting entries. | | |

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<tr><td>11</td><td>Marketing<br>• Update on materials and their various uses in recruitment and policy promotion<br>E-books are finalized; HB will send additions to Advocacy e-books.<br><br>• Ideas for promoting Centenary Fellowship<br>New ideas are needed to raise funds for Fellowship. A number of ways are being considered to promote this fellowship.</td><td>HB to send additions to Advocacy e-books to LM.</td><td></td></tr>
<tr><td>12</td><td>Advocacy<br>• Job description of UN reps<br>SDL as written a job description for UN reps and will send to RD for review. After further discussion the Board agreed that UN reps must be GWI members.<br><br>• Motion to appoint UN rep in New York to replace Polly Woodard<br><br>Motion: RD proposed That the Board appoint Maryella Hannum as UN rep in place of Polly Woodard who resigned. HB seconded the motion and the motion was carried unanimously<br><br>• CSW 2018<br>Three candidates to be followed up - the candidate who nominated herself and two who did not note an affiliation to an NFA.<br>It was moved by RD That all Candidates that meet the requirements be accepted as delegates, seconded by HB and motion carried.<br>Board members possibly attending CSW62: LM, HB and GD<br><br>• Parallel and side events<br>The side event deadline to be researched.<br><br>• Materials for delegates<br>These need to be created.<br><br>• Venue for meetings in NYC – funding availability.<br>There was discussion about whether a small amount of funds could be made available for a delegate event in NYC on a small scale. -It was determined that delegates will most probably have to pay for themselves as the city is expensive and funds must be found for the 2018 budget.</td><td>SDL to follow up on three delegates<br><br>HB to find closing date for parallel and side events and prepare material for delegates.</td><td></td></tr>
<tr><td>13</td><td>Centenary<br>• Co-Chairs finalization<br>Doris Boscardin, President of the Swiss NFA was asked to be one of the Centenary GA and Conference Co- Chairs. Other Co-chairs from the countries of our founding mothers should also be involved and the group should be ethnically diverse to be inclusive.</td><td></td><td></td></tr>
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| | A template for planning and the implementation of GA and Conference should be developed.<br>The absolute priority is to book a venue and settle on dates for the GA and Centenary in 2019.<br>Board members' assistance will be needed throughout the planning and implementation process. | | |
| 14 | **Bina Roy Projects**<br>• *Amount of 2018 funding*<br>For 2018, VGIF funded just over CHF 13'000 for projects.<br><br>• *Call for proposals*<br>SDL has sent Call for Applications. Deadline to apply is 31 December 2017. | | |
| | **Meeting was adjourned at 9:57 PM CET** | | |