Graduate Women International
Empowering women & girls through lifelong education

Board Meeting
February 14, 2018
7:00 PM CET
MINUTES

No	Item	Action Item	Completion date
1	The Meeting was called to order at 7:03pm CET 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 **–** no additional conflicts of interest other than those already on file at office with meeting minutes.		
	AGENDA		
4	**Adoption of the Agenda.** GD moved to adopt agenda; passed unanimously.		
5	**Adoption of the Consent Agenda** There was no consent agenda		
6	**Approval of Minutes- November and December 2017** November and December minutes have been amended by RD to limit unnecessary detail; only outcome needs reporting, not all discussion on who said what; she is to resend minutes for November and December for approval via email.	RD to circulate by email revised Nov & Dec minutes.	
7	**Financial Report (report of the Treasurer on file)** Projected income for 2018 reported as CHF 320’000 versus previously reported CHF 340’000. The variance is due to the overall decline in members; small expense fluctuations. CHF 289’486 total income reported for 2017; CHF 253’330 total expenses reported; resulting in CHF 33’866 profit in 2017. Cumulative deficit of some CHF 67’000 reported due to obligations to repay the 2016 float and previous administration spending. Concerns over using the word “profit” in financials since GWI is an NGO were noted; alternative wording to be considered such as “reserve” or “surplus”.		

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	Treasurer reported that SDL continues using her personal mobile phone for GWI business and has requested GWI support a mobile phone for her business use; after discussion it was agreed that SDL can purchase a phone plan for CHF 30 per month. Last March at the board retreat it was agreed that for the advancement of the organization, SDL could authorize CHF 2'000 per month without board approval. The 2018 budget includes a line item for telephone and internet that can support the fee. She has not mentioned since the board retreat last March needing a GWI credit card, so she will continue to use personal credit card for the mean time. The 2017 audit has been performed; results forthcoming; fee is the same as in 2017 at CHF 4'860.	SDL to purchase a phone plan for CHF 30 per month.	
	Staff One of the goals for the 2018 dues increase was to afford part time additional staff to relieve SDL at the office. With lower projected income in 2018 the part time staff needs to be refigured at 50% rather than 60%. Outcome of discussion was part time staff needs to be considered at 40%; accountant to prepare staff budget for one additional staff at 50% and 40% calculations in accordance with budget before moving forward. It was noted that typically, the Executive Director has the authority to hire staff within the budget given; job description requested from SDL for the part time Administrative Assistant position that needs to be filled.	SDL to prepare Position Description for a part time Administrative Assistant position.	
	Discussion about membership line item in the budget and what amount is to be used for the 2019 conference; decision to separate Centennial from membership; add line item that includes amount to allocate from membership budget to Centenary budget; a separate bank account will be open for the conference and board can decide how much from the membership budget goes to conference.	KS to set up separate line item for Centenary Conference in Accounts. And open a separate bank account for the Conference.	
	2018 dues Income to date: 55 NFAs in 2018 with Pakistan included. Income for 2018 will be 10K-20K less than projected due to decreasing membership within NFAs. A comparison of 2017 versus 2018 will be generated by KS and distributed to the board.	KS to provide a dues comparison for 2017/18.	
	2017 dues – left with 4 NFAs who have not paid - Greece Somalia, Romania and Zambia. Romania still needs to be resolved; 3 years behind. Dues increase for 2019 needs to be discussed at April face to face meeting in Geneva. **Final summary of dues payment 2017** • 3 countries, Togo, Thailand, Georgia were terminated	HB to reconnect with Zambia and Somalia. EFB to reconnect with Greece and Romania.	

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	• 4 countries have arrears: Greece 2017 Somalia, 2016 (?) and 2017. Romania, 2015, 2016, 2017 (complicated) Zambia, 2017. Say have paid, no record found, no proof of payment received • 1 country resigned in 2017, Italy **Recommendations regarding allocating New Zealand 2017 dues excess** payment – NZ has sent its preferences for the use of the donation. Items for discussion: ➢ Donation to 'Teachers for Rural Futures' CHF 2,940.00 ➢ Donation GWI Fellowships, including the Daphne Purvis, Bina Roy and Cullis Leet Funds, as GWI chooses CHF 4,076.40 ➢ Donation to Hegg Hoffet Fund CHF 72.75 Teachers for Rural Futures and Hegg Hoffet contribution noted with gratitude. NZ has left the contribution allocation to the board. Noted that the CHF 4'076 must be allocated to the 2017 financials. The DP and CL funds are not running now which limits options. KS made the motion to divide 50/50 the CHF 4'076 between the Caroline Spurgeon Centenary Fellowship and Bina Roy Partners in Development projects. BO second. Motion carried unanimously. **FinCom Update** 1. Timeline for FINCOM activities: a) Conference budget Kathryn Horvat (KH) (she already talked to Karoline of SVA) b) Dues proposal for GA in 2019. Starting end of March to send early notice to countries that will have important increases. FINCOM expects the board to suggest regarding necessity and range of increase. c) Budget 2020-2022 after the audit of the 2018 Financials. 2. There is not enough information/communication about how the different funds are used. What happens to the awardees? Recurring reports are necessary, i.e., update on Hegg Hoffet award in newsletter, etc. 3. Dissatisfaction about fundraising. KH and Carol Hare (CH) think that FinCom members should be involved in fundraising. They would like to support the board members, who are already very busy, in fundraising. KH made suggestion and was in contact with GD and BO. Remained without answer.		

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	4. Both are also not in favor of selling merchandise. They say this has never worked. KH suggests fundraising with major corporate donors. CH sent separate letter to KS to tell all the negative aspects and uselessness of merchandise selling; letter was shared with the board just prior to this meeting. Budget proposed by Fincom will be presented after face to face in April.		
8	**Fundraising** 32 tees and 44 mugs sold of the 300 tees and 100 mugs purchased. Some tees and mugs sent to HB and some to Great Britain; BO to distribute in Los Angeles. Arrangements made with Turkish cargo company to ship at reduced rates. Regarding tee shirts and mug sales, BO requested that GD to write current NFA presidents for donation. Board members asked to make effort raise funds for Caroline Spurgeon Centenary Fellowship; GD pledged to raise CHF 4000; this, plus contribution thus far, calculate to approximately CHF 9'000. Board members asked to fundraise for the remaining CHF 5000 of the CHF 12'000 target and suggestion was made to divide this between board members for fundraising targets.	GD to write to current NFA presidents for donations to C Sp Fellowship. Board members agreed to work with own NFAs and friends.	
9	**Centenary Conference** **Relationship with LAC** Discussion about the 27 Bern LAC meeting attended by SDL. In Bern several misunderstandings between the board and the LAC came to light. SDL reported concerns that the LAC minutes were distributed widely before those present in the LAC meeting were given the opportunity to review. She has submitted revisions the LAC secretary and SVA president. SDL explained that the LAC reports the decision to hold the Centenary in Switzerland was all top down providing SVA with no say in the matter. It was recalled that previous and initial reports by SVA in December 2017 were that they were happy to hold the Centenary in Switzerland. Discussion on how to have better communication with LAC. Also, during the board meeting the letter received from SVA president of observations/concerns regarding the conference was reviewed. Discussion on how to improve relationship with LAC and curtail misconceptions. **Progress on Facilities Reservations and Hotels:** Conference centre in Geneva reserved for 26-28 July 2018. GWI has first rights to the 25th and 29th. Organisations holding the spaces do not have contracts yet; SDL has asked conference centre to confirm with them whether the dates are needed or not. The InterContinental in Geneva		

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	has been contacted; estimated costs are too high to explore further. Awaiting costs of other venues. **Progress on fundraising for conference:** Fundraising needs to pick up greatly. Discussion about the price of registration fee set against projected costs of conference; registration fee needs to be reasonable yet sufficient to cover costs; aiming to break even. Istanbul conference cost totalled 150'000 Euros that included small profit; no benchmark for Cape Town as financials were not kept accurately or orderly. Board members to act in next two weeks. **GD, BO and SDL** to discuss fundraising; look at 2018 budget for conference allocation; short term loans can be given by individuals if needed.	Board member actions in next 2 weeks: **RD** timeline based on rules for running GA and adapt concept paper; GD to assist **HB** to comb archives for RD timeline and revert to RD **LM**: look in files to seminars from forms and other files **KS**: meet with Karoline and Kathy Horvat re budget; GD to assist **EFB**: look at young member program; song and orchestra; focus on membership plan re conference;	
10	**Strategic Plan Discussion in preparation for April Meeting** Discussion regarding progress for board goals and strategic plan. Board members must be prepared to contribute to rolling out the strategic plan. Contributions to conference planning will facilitate implementing the strategic plan.	All to set goals for April face to face board meeting with outcomes and accomplishments regarding the conference	.
11	**Executive Director's workload 'til Year End** • Realistic Assessment of Stacy's current workload • Stacy's Goals for 2018 • How can we support her in reprioritizing her work? What gets eliminated? What stays? A very quick discussion was held. SDL reported that her workload remains extensive and she is fine with releasing tasks such as moderating the c-panel listservs and providing content for the Update and InFocus newsletters; provide angles for press releases; manage discussions ideas and a moderate discussion.		

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12	**CSW Update** Brief update that all delegates have been contacted. GWI social evening is planned for Thursday March 15th , HB is trying to finalize breakfast meetings; Hilton Millennium was discussed as venue for evening get togethers. Need to engage delegates on social media; suggestion made to asked for day to day journal from delegates and produce a summary document after the end of CSW62. Short discussion on how to use the Forum on the website as a means to collect reports and comments. Delegate report template will be distributed for comments. GWI gaining exposure in the Zero Draft Conclusion meetings that LM has been attending. Thus far meetings are small; better exposure for GWI at ground level; she will continue with the meetings until end of CSW. (LM marketing report on file includes creating new flyer and jpgs for selling tee shirt and mugs; and updated Centennial Scholarship flyer with URL to send donations – needs to be added to website.) At CSW Monday 12 March WG-USA is sponsoring a parallel event. As commitment to tech and combining with priority theme the event is called “Intersecting Grassroots Radio and New Technologies to Reach Rural and Refugee Women”.	HB is to finalize venue for breakfast and evening meetings.	
13	**Other business:** GD reported she is to deliver two speeches the coming weekend 1) empowering women through education and 2) regarding emerging patterns of women’s leadership. Organisation and institution Terms of Reference needs to be finalized; accepting associate members is being considered as organisations and institutions are an emerging market for GWI. Round of thanks for GD and her three-month road show to promote GWI.		
	Next meeting: No March Skype meeting; April 5-9 face to face. Meeting adjourned 10:08pm CET.		