Minutes

Empowering Women & Girls through Lifelong Education
Board Meeting
April 5-9, 2018
Geneva, Switzerland

No	Item	Action Item	Completi on date
	Present: Geeta Desai, Rae Duff, Louise McLeod, Basak Ovacik, Katharina Strub; Hazel Bowen, Eileen Focke-Bakker and Stacy Dry Lara		
	Meeting called to order at 9:15 AM on Thursday, April 5, 2018		
	Apologies – none		
	GOVERNANCE MATTERS		
	Conflict of interest– no additional conflicts of interest were registered other than those provided with the Board papers.		
	AGENDA		
	Adoption of the Agenda- Geeta moved to adopt the agenda. Motion unanimously carried.		
1	Approval of February 2018 Board Minutes		

No	Item	Action Item	Completion date
	Correction to Staff section of Financial Report- Action Item: Katharina Strub to set up separate line item and open separate bank account for conference later. Geeta moved to adopt minutes. Minutes were adopted contingent on making the change.		
2	**Financial Report** <u>Review of Budget 2017</u> Variances in Revenue: • Escalade – actual less due to reduced number of GWI staff who contributed to the 2016 Escalade fundraising. 2016 revenue was more because there were a couple of big donations which were made by board members to pay off debts incurred by the previous Triennium. The number of actual runners outside of GWI staff doubled in 2017 but the contributions were lower. • Received CHF 10,000 donation. • Some reduction in Global Giving – noteworthy because half of TRF funding comes from Global Giving. • The entire deposit for the old office was returned when office was moved. Our thanks go to Stacy, her husband for working weekends		

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	and the interns all of whom worked hard to restore the old office which made it possible for GWI to receive the full deposit back. Variances in Expenses: • There was an unanticipated ballot fee. • Membership Development – In 2017, board had approved funds to support regional groups with regional meetings - one meeting every 3 years. Actuals show funds sent to FUWA and Baltic States regional meeting. <u>Balanced Budget</u> • GWI balanced its budget for the first time in 4 years and had a surplus of CHF 33’868. This included the CHF 10,000 anonymous donation received at the end of 2017 and the full rental deposit returned. • Empty unrestricted “funds” that the current board inherited were dissolved in 2017. These “funds” were misrepresented at the 2016 Cape Town Triennial as having money in them but were actually emptied before the Triennial. • The dissolution of these “funds is reflected in the 2017 year-end statement. (Financials 2017, Enclosure 4.2).		

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	- Our actions to dissolve the empty 'funds" resulted in a healthier organizational Balance Sheet because it reduced our Current Liabilities which is in keeping with good fiduciary responsibilities and practices. Thanks go to Katharina, Stacy and Catherine Herbez (bookkeeper). <u>Funds at the end of 2017</u> - Current Acct: CHF 175,870.80 - Fellowship Acct: Caroline Spurgeon: CHF 2,500 - Euro Acct: 4,352.11 – The Swiss govt provides a monthly currency rate that GWI uses when it receives revenue in Euros - USD Acct: $21, 421. 12 -GWI continues to have a USD account because of payments from PayPal and Global Giving and GWI also uses this acct to make payments <u>Review of Budget 2018</u> The 2018 budgeted income will be lower since a few NFAs had paid the increase in 2017 and asked for it to be returned so that they could pay the lower raise. A couple of NFAs, namely New Zealand and USA have asked us to keep the additional fees that they paid in 2017 as a donation. We are grateful for these kindnesses.		

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	We were hoping to hire an extra person, at the beginning of 2018, to help Stacy cope with the workload but due to a lower projection of membership dues for the year, we will be hiring someone beginning September or October (at Stacy's discretion). <u>Rae moved that the Executive Director, at her discretion, be able to spend CHF 13'000 on staff from August 2018 to end of the year. Katharina seconded; Hazel abstained as she felt the staff member should be specifically employed to mainly assist with the conference at this stage; motion was carried.</u> <u>Audit 2017:</u> The 2017 audit recognizes that the current board undertook responsible financial management changes that have contributed to the survival of the organization. These changes include an austerity budget and all it has entailed, cash- basis bookkeeping, monthly review of financial statements by Board and Finance Committee, an Ad Hoc process that resulted in the reduction of the dues increase that has created better relationships with member NFAs, a schedule of monthly board meetings on Skype to anticipate and respond to organizational issues.		

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	The Auditor has also made suggestions for internal controls and the establishment of a paper trail for the Hegg Hoffet disbursements – something that was not done in previous years. These controls will also cut down on fraudulent applications. Here on in, Hegg Hoffet will operate in the following way: 1) Application submitted by Committee 2) Donor Letter 3) Confirmation and proof of legitimate email address 4) Identification and confirmation of an institutional bank account 5) Confirmation from Committee Convener that payment is required 6) Payment by GWI to the bank not to the individual 7) Confirmation to GWI that payment has been received by bank 8) Report from recipient after she has completed the assignments for which GWI funds were used. Governance will also review criteria for eligibility for these funds as well as the size of the average grant. A similar process of checks and balances will be used for the BRPID and TFRF.	Rae to review	

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	<u>Dues</u> Some NFAs are paying dues in an amount that does not match their invoice; Katharina has had to pursue some NFAs, she is sending notes of thanks for paying but tracking details is an onerous job by anyone's standards. Board members were asked to contact certain NFAs regarding payment of 2018 dues. Katharina will send reminders soon but would like help. <u>Finance Committee (FinCom):</u> The board agrees that one of the assistant treasurers should be the convener of the FinCom. It should not be the Treasurer. It is therefore important to find assistant treasurers who are interested in and available to participate actively in financial matters and assist the Treasurer in her work. Kathryn Horvat volunteered to draft the conference budget. She will receive the information from the Treasurer.	Geeta to call India, Hong Kong and Nepal. Hazel to contact some African countries and Eileen to contact Greece. Katharina to provide information for budget	

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	FinCom to begin discussion on whether there should be an increase in dues in 2019. FinCom wants recommendations from the board regarding membership dues. There was discussion about reducing number of dues categories to four. Research on dues model should be undertaken before handing over the organization to the next administration. This is also a recommendation from the Ad Hoc Committee. This discussion should include the VP for Membership, Eileen. After the audit of 2018, Fin com will begin work on the 2020 – 2022 budget. The GWI treasurer should not be Convener of FinCom. Governance to make change for a vote in 2019. Treasurer has no vote on the Finance Committee and should only participate in FinCom meetings to answer questions. <u>Overall Spending</u>: The Treasurer is doing a very good job of overseeing spending and it is in line with spending projections.	Katharina to provide FinCom with background information for discussion on dues Rae to write Internal Resolution for GA vote in 2019	

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2	**Review of Strategic Plan by Goal Area:** <u>Goal 1</u>: *Renew focus on Education Advocacy; Become a leader in global and national advocacy for women's and girls' education.* Work is ongoing. Parts 1-4 of a tutorial on SDG 4 have been posted to Discussions Network and the website. Efforts are underway to inform NFAs of progress on Education for All and SDG 4. Presentations/ workshops on how NFAs can enhance their national advocacy efforts, have been provided in Mexico, Hong Kong and India by Geeta. NFAs need to let GWI know which issues within their respective countries GWI can help with. CSW high- level meetings and roundtables were covered on the discussions Network and reports from GWI delegates to CSW are posted on the website. Hazel is working with the Education Committee on next steps to engage members on the Discussions Network. Unfortunately, not everyone is on the Discussions Network- we need to find ways in which we can reach members so that they sign up for the Discussions Network.	Hazel and Education Committee	

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	Position Papers need to be better shared with NFAs. Written statements, such as CSW, can also be turned into Position Papers for publication; we need better dissemination of content to and communications with NFAs. Connections Network is supposed to be for connecting professionals; the purpose of this network has been lost over the years and needs to be restated and the network activated for stated purpose. Leadership Training should be rolled out online. Geeta has worked on aspects of leadership training with members face – to- face For online trainings , we need to get a zoom account. We also need to develop content for the website that explains Women's Global Leadership Training and why it is important to women of all ages. Geeta's recent presentations in Mexico, Japan and India need to be better publicized. The presentation on *Women's Global Leadership: Moving from Theory to Action* could be used as a roadmap. Also discussed was the desirability of posting short advocacy videos on the website – Vimeos.	Hazel Stacy Stacy to send Hazel the visual of 360^0 Advocacy and road map	

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	Over the next year we will produce training modules that will help women around the world develop the knowledge and the skills to become involved in policy and legislative development work and to be able to provide oversight in the implementation of policies and laws within their countries. Stacy has already created UN rep Blueprint. Stacy to explore the SheTrades WTO program for its applicability to Strategic Plan goals. Alliances and relationships with other international bodies, e.g. IL, UNESCO, etc will be strengthened over the course of the next year as we plan for the 2019 GA and Centenary Conference and Celebration.	Geeta and Hazel Hazel and Stacy to Skype to discuss this blueprint as well as other Advocacy actions that will enhance our advocacy. Also, to be discussed is the breakdown of Advocacy workload between Stacy and Hazel	

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	<u>Goal 2:</u> *Increase Membership World – Wide* Eileen with the Membership Committee is concentrating on member to member communications. She will be attending the FUWA Regional Forum to be held next weekend and she will be speaking to young people and understanding their needs in personal and professional development and how GWI can play a role in this advancement. Due to the cancellation of the forum in Alexandria, Eileen was not able to talk to the YM. She will ask FUWA if it would like to write a paper on regional issues. Example: UWE and the paper on pay gender equity. The Periodic Review process inventories issues by countries – we can use this as a basis for discussions with members. Membership is working on making Resolutions come alive by making connections with country-specific issues. Membership Committee is also working on creating a virtual intellectual marketplace that members can use to exchange valuable information as it pertains to issues, advocacy and projects. There is a need to increase curiosity and engagement in this exchange.	Eileen and Rae will discuss by skype the YM and the YM programme at the Centennial next year. Eileen Eileen and Hazel Eileen, Hazel, Stacy/Ronni	

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	Toolkits are on website but members need to be reminded of and guided to the website as a tool for knowledge. Revised Twinning toolkit to be posted on website. Membership Committee is looking for mentors for Twinning. We need to be much more visible to the membership. We need to use video communications and we need to be interactive. GWI communication is limited to CIRs and we are not sure if the information is forwarded to the membership at large. The Membership Committee is working on creating a member database in order to more effectively disseminate information but recognize inherent difficulties. The database also depends on the systems to be used. The board agreed that it is also very effective to present to a live audience, for example, at a university, the compelling reasons for students and faculty to become members of GWI. The Membership Committee is actively working on how to connect to universities. GWI needs to talk to student bodies and administration for example Vice Chancellors. GWI has tools that can interest universities such as writing competition. GWI is missing an opportunity if it does not outreach to universities.	Stacy, Ronni, Eileen	

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	While young people are attracted to professional organisations, GWI can help them build knowledge about the world that they are about to enter so that they can make informed choices of employment and behaviours that contribute to the sustainability of the planet, and personal and professional advancement. The New member Recruitment Model is almost ready. This tool will consist of the membership booklets, concept constitution, application format and the application procedure. It will also include the webinars already available on the website on recruitment of new members by the NFAs. Membership-related webinars should be offered. The webinars already available should be more approachable on the website. A new tool for webinars is to be researched. Also, the Members Questionnaire (wish list) will be developed. The board itself needs to become more visible to NFAs. CVs and photos should be in one format with the photos of the Board members. Statement of motivations to become Board members (can be taken out of the application forms for the Board positions). Should be available on the website. Also, every Board member should write a little article in the Update/Policy paper on a special topic.	Eileen will be presenting at the UWE conference in Rome at the end of June. Eileen to finish up and let board know when it is complete. Eileen Eileen and Stacy	

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	Eileen has already made some videos of the Board meeting to show the NFAs what we are doing. Stacy has the videos. Centenary song and orchestra item to be initiated soon. Eileen to ask FUWA and UWE about these. The Membership Committee is interested in surveying the membership. *Timing of distribution of survey should be taken into consideration so as to not overwhelm the membership*. Eileen wants NFAs to submit ambassador ideas. This idea is still in development. The Membership Committee is promoting resolutions. It needs to connect resolutions to content in Update, other publications and Days of Observance. The Committee is also working on Twinning – for example on a project that includes The Netherlands, Mainland China and England and Wales Also, being worked on is a project that connects secondary schools to each other - Sister Schools. This project includes – friendship visits; schools	 Will be initiated as soon as it has been okayed. Eileen and Stacy	

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	helping other schools with much - needed supplies, etc. All of this should be included in a written description of Twinning. Scholarships are desirable but not feasible at the moment. <u>Goal 3:</u> *Market to increase recognition of GWI as a credible 21st Century graduate women's advocacy organization* Communications is different from Marketing although Marketing and Communications complement each other. The VP for Marketing's work supports all other organizational areas and builds capacity into all organizational functions. Marketing is an essential and complicated area of work for GWI GWI's Communications function (which does not have a VP nor is it recognized as a separate and extensive area of organizational work) is used as a means to relate the scope of its work to the audience and to elicit conversations and comments from its audience. GWI communicates on many different platforms, for example Social Media, Website, Newsletters, Skype, Telephone, Discussions Network, Face to Face meetings, written and oral statements, press releases, policy documents, etc. Ideally all of	Nezihe Bilham (Eileen) The Twinning Guides are ready and put in the dropbox.	

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	these need to be connected. Additional desirable communications tools would be videos, increased media relations, short messaging, radio. We need to understand how to use all Communications platforms more effectively for a two -way relationship with our NFAs and members and other stakeholders including external stakeholders. GWI understands that it is not dealing with a homogenous audience and that the audience should be segregated based on what GWI can offer and what it stands to gain from GWI. So, for instance, Marketing will be creating slightly different marketing messages and pieces for donors, sponsors, conference attendees, GWI members, prospective attendees from local NGOs and women's groups. These are just variations on the theme -these view GWI and the Conference from the perspective of a very diverse audience. A conference idea we don't want to lose track of is to promote the Nobel prize winner from IFUW as well as to look at our glorious history to identify women of distinctions and to recall them during Centenary celebration. While the website is not being redesigned, content is going to be changed and currently the flow of the website or how visitors would intuitively use the website is being considered to make incremental changes that enhances the visitor experience.	Stacy and Louise to make note for marketing purposes	

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	<u>Goal 4:</u> *Develop funding sources and activities to financially stabilize organization.* Corporates were approached locally in Turkey but GWI was advised to fundraise locally in Geneva. Basak has approached Schneider and Coca Cola (known He for She supporters). Results are a little disappointing because local Turkish companies wish to fund within Turkey, e.g., construction prefab house business will give scholarships to Turkish students and not funds to GWI. They fund projects. Colgate was approached for funds for conference but said to contact companies in Geneva. Basak has concluded that GWI needs local Swiss sponsors. Basak suggests that we need to approach UN Women and UN agencies. H&M was approached by NZ with success – it has been expanding into a number of new markets/countries. Logo contest winner has now been selected, so marketing materials can move forward; corporates can now be approached because we have a logo for the centenary GA and Conference. Turkey received many sponsorships and donations when it hosted centenary and therefore did not have to spend money on several conference related items. <u>Goal 5:</u> *Develop financial management practices that are user- friendly, transparent and support the range of needs of this organization*		

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	The auditors have stated that the current type of audit and financial reporting are perfect for GWI and are very much in accordance with Swiss law and there is no need to do anything else over and above what we have been doing. One of our major accomplishments was the simplification of financial reporting. Catherine Herbez (our bookkeeper) is identifying ways to reduce her hours and agrees that GWI finance volume does not require so much of her time going forward.		
	Internal Control Procedures have been developed.	Stacy to distribute to board	
	We are not using petty cash any longer but we need to create a Petty Cash Policy since the previous administration did not have one. In the previous Triennium, the office had on hand some CHF 6'000 in petty cash and used this fund for large ticket items, which is not the purpose of petty cash. We were not able to reconcile cash withdrawals with petty cash. We want to leave the next board clear financial management policies. We recalled that in March 2017, we had voted to allow Stacy to use CHF 2000 per month, at her discretion, for small items that she may need for routine office operations. However, budget limits have to be respected.	Rae to write Petty Cash Policy	

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	Credit card payments: The previous Executive Director was allowed to spend CHF 5’000 at her discretion without board approval. Credit card statements over the previous Triennium showed that she often spent more. There were also a couple of “advance payments “made to “clear the credit card” which we do not understand. We need a credit card management policy. We make Swiss tax and social charges and pension plan payments on a quarterly basis so as not to have to make a large payment at the end of the year of the kind left to us to pay by the previous administration. The previous president was reimbursed for a class she took as well as for phone bills. We do not do that. Staff training should be approved by board. We need a policy. All policies should be reviewed at the end of reasonable intervals of time. There are no changes to access to accounts. The Executive Director, GWI Treasurer and Assistant Treasurer will continue to be the signatories. The Finance Committee reviews the overall budget (but does not have to approve it), supervises funds, creates formula for dues calculation and	Rae to write a Credit Card Management Policy Rae to write a policy that sets forth training /class criteria necessary for approval	

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	develops Triennial GA and conference budget and registration fees. It is responsible for the Triennial budget and it determines the dues rate. According to the GWI Constitution, the Finance Committee is required to meet only twice a year. Currently the Fincom sets the budget but does not check expenditure. TOR/Guidelines must state that Fincom has the responsibility to check budget compliance. <u>Goal 6:</u> *Develop and institutionalize governance that supports the growth, sustenance and success of a 21st century women's membership organization* Work is ongoing on the board charter. We are writing policies as we go along. Policy guidelines and ToR will all be reference points collated into one place. This will result in an operating manual for revision as the organization progresses. Constitutional advisors were very helpful during the electronic vote of October 2017 and continue to be helpful. ToR for Associate Membership (for institutions, *e.g.* universities) need to be approved; ToR are currently general and need to be fine- tuned. We should annually review Associate Memberships. The initial review can be against a checklist to ensure they meet moral obligations; Associations must have an education focus or generally espouse support for education and women and girls.		

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	Rae moved to approve ToR for Associate Memberships with the addition of statement that the ToR include a checklist in Associate Membership Application to ensure association meets moral obligations of membership. Louise seconded. Motion carried unanimously. Rae has sent guidelines to the board for supporting human rights issues in countries. We should confirm whether the country in question has an established NFA and that GWI has NFA approval to intervene. We should ask if the NFA is supporting the issue and if our support might be of help or hindrance. Rae moved to accept guidelines for supporting human rights issues. Hazel seconded. The motion carried unanimously. GWI is not in the financial position nor does the board have time to make changes to the membership model. The organization is still in the process of stabilizing and cannot redesign the Constitution. When the task of reviewing the membership model is undertaken, the Membership Committee will have to participate actively in this review and make recommendations, if any. The dues payment policies were discussed. If payment is not made by June 30, NFAs must be terminated. This is a concern in today's economies.		

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	If China was to contemplate becoming a GWI NFA, having a NFA in Taiwan may be a sticking point.		
3	General Assembly (GA) and Conference - (GA to take place on July 25 and 26, 2019, the conference Peace through Education on July 27 and Organizational Meetings on July 28, in Geneva Switzerland) ***Please refer to Rae's Provisional Program, included at the end of the Minutes, to recall daily flow of work and events to take place over the four days*** Planning for the 2019 GA and Conference *aka* Centenary GA and Conference was formally initiated at this Board meeting. a) The relevant sections of the Constitution Article V were reviewed. There do not seem to be any organizational needs or gaps in governance that need to be resolved through formal Constitutional Amendments. A suggestion was made that we need to reinstate the Council of CIRs. We have lost an important link to the membership at large by eliminating the Council in 2016. The Council deepened our ties and communications with our NFAs. The liaison role of the CIRs has diminished with the elimination		

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	of the Council. The Council was eliminated as it was felt there was too much duplication in the work by Council and Conference (now GA). If we are not going to resurrect the council, we should at least make it abundantly clear to CIRs that they are an integral part of the GWI and recognize the CIRs in suitable ways at the GA. Also, on Day 4 (to be discussed later in the Minutes) we should have a meeting with the CIRs to strengthen our ties. Rules of Procedure for F2F Meetings will be sent to the NFAs. Points worth noting are: • Associated members do not have voting rights; need to add associate member as category. Associate members need to ask permission of the GA to speak • Any NFA not fully paid up must ask the GA's permission to address the GA but will have no vote; • All references to By- Laws need to be removed –since the 2016 GA, we no longer have By- Laws. • NFAs unable to attend may vote electronically for the next President and Board members • We will use Simply Voting and single transferable vote system. If a simple majority fails to produce a result the system defers to the single transferable vote (preferential voting).	Rae to remove all references to By – Laws Stacy to confirm with Simply Voting that it supports single transferrable voting	

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	• Education and Membership Committee members are elected. Other Committee members are appointed by the new incoming Board as soon as possible. • Elections will take place on Day 1 and newly elected officers will be introduced on Day 2. • Resolutions and how they will be handled at the GA. It is recognised that not all members or even delegates find Resolutions interesting or easy to deal with. We need to process Resolutions at the GA in a way that engages the audience. • We need to speak to the Convenor of the Resolutions Committee now about the handling of Resolutions at the GA. Also proposed resolutions should all have action plans. • The Resolutions Committee should be responsible for monitoring the implementation of resolutions and report back to the board and the membership on outcomes to make this a worthwhile process. • An idea worth noting was to prioritize workshops based on resolutions. This will give the opportunity to showcase resolution success and actions achieved. • Also discussed was a 100- years of Resolutions Book	Eileen and Hazel to speak to Resolutions Convener about priorities and process This has already been discussed. Marianne has written a small article on resolution 1 for the CCPJC in Vienna. Hazel to also discuss with Convenor how follow-up and outcomes can be shared during the remainder of this Triennium and at the GA and Conference	

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		Marianne has promised to write a little leaflet on 100 years resolutions. Eileen did already research on the Resolutions.	
	b) Timeline for Actions and Information Dissemination for the GA and Conference • April: Preparatory work for website updates begins		
	• April: Conference Concept Paper finalized	Rae	
	• April end: List of prospective speakers	All Board Members	
	• May: Website updates begin		
	• May: Finance Committee drafts GA & Conference Budget and sends to Board. Begins discussion on Membership Dues		
	• May: First Communications about 2019 GA and Conference to Presidents and CIRs and posted on other platforms including	Geeta to write letter and Stacy and Louise	

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	Conference Title and Concept and a timeline of which announcements to expect when • End May: Prepare ToR for Nominations Committee. We may have electronic vote for Nominations Committee elections. *Note: Remember to convene Nominations Committee in Geneva.* • June 8: Call for abstracts of papers for the Interdisciplinary Seminars and Posters. Ref: Circular 4/2012. Responses by September 7, 2018. • June 8: call for Nominations Committee Members. Responses by September 7, 2018. • July 13: Identify eligibility of current leaders to stand for re-election and inform Membership • Mid – July: Call for song and orchestra for centenary	help with widespread dissemination Rae to prepare TOR Rae and Geeta to discuss slate for Nominations Committee. Rae to look into need for electronic option Hazel to call for – Rae to send information to Hazel Rae Rae Stacy and Eileen	

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	• August 3: Call for resolutions; responses in by February 2, 2019. • August 31: Constitutional Amendments, if any sent to NFAs. Responses by February 23, 2019. • End August: Begin IDLOOM for CHF 100/year, (special price negotiated by Stacy as opposed to CHF 400/month.) This means that we have to wrap – up all financial matters by end of August 2019 to avoid incremental monthly charges. • September 1: Review of job descriptions for board members to be completed and recommendations sent to Rae. A suggestion was made that rather than formally include in job description, all VPs should have the flexibility to create a committee or taskforce. • September 1: Finance Committee begins work on 2019- 2022 budget. Recommendations sent to board by December 1, 2018. • Mid-September, FinCom to make recommendations to the board for dues calculation. Followed by the discussion in the board and with membership committee. There are some seeming irregularities in the calculation of dues in past few years. We still trying to	Hazel to communicate this to Marianne Singh Rae Stacy, Katarina and Geeta to help with registration and tracking fees All Board members Katharina and Fin Com	

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	understand the thinking of the previous board. HDI from 2015 GNI has been updated. According to calculation NFAs fall into different categories of dues coefficient. Last year board decided not to revise categories. We are thinking of how to handle this in 2019 for the new administration and are acutely aware of our own experience when we took over the administration and wish to simplify matters to the extent possible for the next board. Time permitting, we will undertake research on a simpler dues model- one that is in keeping with the social, economic and political times. This discussion will need to be inclusive of board members and Finance committee members. • September 21: Call for Nominations for the GWI Board, All committees and Assistant Treasurers 2019 – 2022 Ref: Circular 4/2016. Nominations due by February 9, 2019. • October 1: Early bird registration begins.		

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	• October 12: call for workshop proposals. Responses due by February 15, 2019. Workshops proposals open to non-members	Hazel to call for, Rae, Hazel, Geeta to review. Include LAC member on review?	
	• October 15: Follow up phone calls to Presidents, CIRs and all our member contacts to encourage attendance and early registration. Personal contact is critical for NFAs to feel included and for ensuring a wonderful celebration.	All board members make calls – Geeta to write script if needed	
	• October to December: Fellowships Committee is expecting applications for the Caroline Spurgeon Fellowship with an award date of March 31, 2019.	Fellowships Committee	
	• We have to discuss the Chitra Ghosh Award and ask for additional information on the first – time Dr. Nazan Moroglu Centenary Award of CHF 1,0000 from one of Turkey's past presidents. Basak and Eileen have suggested that this award be given to a YM who will participate in the YM programme. It will attract YM.	Basak to follow up on both awards	
	• Also, there needs to be a call for items for sale for Hegg Hoffett to take place during GA and Conference.	Basak to speak with Christel for dates	

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	• Fellowship and Hegg Hoffet information to be given to Stacy for website and other updates • December end: NFAs to submit reports • February 2019: FinCom will make the budget for 2020-2022 after the audit of the Financials 2018. Recommendations to the board in April 2019. (question: is this in conflict with making the conference document?) Time permitting, we will undertake research on a simpler dues model- one that is in keeping with the social, economic and political times. • February 2019: Apply for VGIF funds to underwrite Youth Workshop • April 30, 2019: Early Bird registration ends • May 1, 2019: Late registration begins	Basak to give Stacy Office to compile reports Katharina provide Fin Com with background information Geeta	

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	c) Preliminary contributions from GWI budgets 2018 and 2019 towards GA and Conference In spite of our austerity budget, we intend to tighten our belts and find funds within our budget to partially underwrite the GA and Conference. We hope to contribute CHF 42,000 in 2018 and CHF 58,900 in 2019, for a total of CHF 101,800. We hope to do this by taking on more work in each organizational area, by resorting to minimal professional services (for instance Marketing and design work will be undertaken by our VP for Marketing), looking for the lowest prices where we need to outsource (for instance, printing), and so on. Catharine Herbez has advised us to open a separate Conference account for tracking and transparency, with Katharina, Stacy and Karoline Dorsch (LAC) as signatories. <u>Rae moved that the GWI Treasurer will establish separate bank account requiring double signature, one from the LAC and one from GWI for each transaction. Hazel seconded. Motion carried unanimously</u> d) Marketing and Promotion of GA and Conference • We need to let the winner of the Centenary Logo Contest know of our selection.	Katharina to open account Geeta to write letters of congratulations to all logo contestants Louise and Stacy	

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	• We need to let the members know about the logo and its uses	Lousie, and Stacy	
	• Send save the date as soon as feasible		
	• Information on website in May- venue, dates, letters from President and President of LAC	Geeta to write message and let Doris know	
	• Concept paper content on website as soon as it has been finalized	Rae to send final Concept Paper to Louise	
	• All promotional information (AR, Concept Flyer, GWI introduction and background) to LAC by end of April	Geeta and Louise	
	• Research and review photos of illustrious women of IFUW/GWI – send to Louise and Stacy	Louise and board members	

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	• Make a list of target audience groups (including sponsors) and write information for them – variations on the theme that can be marketed to them	Geeta	
	• List of items to appear on website including blurb to be sent to all board members	Louise	
	• Multi-lingual messages if possible – reach out to French, Spanish, Japanese speakers	Stacy and Louise	
	• Social media has fundraising page – connect to Centenary page and put logo on page	Stacy and Louise	
	• Decision to be made of logo sizes for various communications including website	Louise and Stacy	
	e) Fundraising for GA and Conference		
	Patrons' Program: The Finance Committee members were keen on rejuvenating the Patrons Program. They should go ahead and recommend to board	Katharina to communicate this to Finance Committee	

No	Item	Action Item	Completi on date
	<u>Product Sales</u>: T-shirts and mugs were sold to the UK, South Africa, Turkey, New Zealand, The Netherlands and Switzerland amounting to CHF 1,640 not reflected in account right now. Katharina will send out invoices. Basak is expecting CHF 4,500 (cost price CHF 1,329). Mugs are selling better than T-shirts. Also, a decision needs to be made at the next board meeting about whether we order additional mugs. Other products that were discussed that had been priced in euros in Turkey were: bags @3; badges and lanyards @1; mugs with red insides @ 2.4; laser printed hot mugs @4.20; keychains with laser print@ 1.45; pins @ 2 (to be included in registration materials); scarves silk@ 40; scarves sateen@10; pens and notebooks -no price taken for these In trying to come up with a fundraising goal, based on some early costs estimates from the LAC and our estimates for other items, we calculated costs for 300 attendees (although this is just preliminary and will change): Venue, meals, Beverages CHF 120,000 Boat CHF 30,000 Printing (100 pages) CHF 20,000 Centenary night CHF 15,000 Bags, badges and other CHF 4,600 Total CHF 189,000	Basak to bring up at board meeting	

No	Item	Action Item	Completion date
	We hope that we can get sponsors for the Bags, badges and other items in the amount of CHF 4,600. Remaining costs = CHF 184,400 Hypothetically, trying to minimize the registration fee to the extent possible – if we charged CHF 450, our registration revenue is 300 @ 450 = 135,000 Our cash fundraising goal is in the ballpark of CHF 50,000 Upfront payments for food are approximately 10%; University upfront not known yet. Fundraising to be strategized as soon as possible f) <u>Other Notes</u> • We need a Minuting Secretary for the general Assembly • Perhaps a Welcome Reception on 25th evening • Centenary celebration on Day I in evening with dinner, fashion parade of clothes through the ages, song and orchestra • We should share information with University and the Swiss/Geneva Department of Gender Equality	Stacy, Geeta, Basak Geeta and Katharina to write letters	

No	Item	Action Item	Completi on date
	• When speakers have been identified write to them with info about the GWI and conference. We cannot pay them but will provide lodging if necessary • Themes for each day- 1st day Education; 2nd day Human Rights; 3rd day Peace; 4th day futurist plus four people on panel • Board informally voted to have a Bring – A – Delegate program in which some members pay for other members to attend	Geeta Stacy & Louise Program to be announced when other information is posted to website	
4	Day 3 – Conference on Peace through Education (July 27, 2018) **In addition to general timeline provided in 3b) above, please see Rae's Provisional Program with Rooms to recall flow of conference and schedule** Other notes: • Need to recruit Rapporteurs for workshops and seminars • One person to summarize conference day and next steps	Hazel, as VP for Advocacy and Education	

No	Item	Action Item	Completion date
	• Need to think through all workshops, sequences and seminars • Conference lunch- although a buffet, we need tables and chairs for attendees to sit and eat. • There won't be a keynote lunch speaker • We need a separate fee for "conference only" attendees • We need to be able to track these registrations and fees separately • Refund Policy – need to have one	Hazel FinCom Rae to write up briefly	
5	Day 4 – Organizational meetings The goal of this day is to prepare and strengthen GWI for the 21st Century. Meetings will be held throughout the day. **Please review Rae's Provisional Program to recall day's schedule.** • Dialogue and trainings for groups including Presidents, CIRs, Membership VPs, regional groups, SDGs 4 & 5		

No	Item	Action Item	Completi on date
	• Futurist Keynote speaker • 3-4 member panel of speakers – need a good moderator • Young Leaders workshop		
6	Meeting and Discussion with LAC members – Doris, Livia and Karoline The purpose of this meeting was to reconfirm the breakdown of responsibilities between the LAC and the board and to share as much information with the LAC as possible. Review covered the following: • Duration of GA and Conference and rooms requirements. According to Livia, rooms can be cancelled one month before event without penalty. • Contact persons/help at venue. Livia has already sent a doodle to the Lac asking for volunteers. • Board should also look for volunteers.	Rae to send provisional program and rooms requirements to Livia All board members to suggest names	

No	Item	Action Item	Completion date
	• Catering and beverage. Livia shared preliminary estimates and menus – cost CHF 95,000 approx. • Down payment – catering 10% • Hotels – CAGi will negotiate discount rates at hotels for eligible attendees. Three categories: expensive, less expensive and youth hostels. • Participants will make their own hotel reservations. • Registration bag and giveaways- LAC members looked at the items from the Istanbul conference and will be looking for local sponsors and vendors for these items. (Doris' daughter may be able to provide L'Oreal items). • IDLOOM – office will be managing this with help from board members.	Stacy to post information on website and provide to Louise for other communications	

No	Item	Action Item	Completi on date
	• Gala will be separate from the Swiss evening as this is will be a centenary celebration – Gala Centenary Celebration will be on Monday evening and Swiss evening on boat will be on Saturday night. Swiss evening from 8-11 PM. • Transportation – a map for transportation available from the tourist Bureau. • Information on Geneva- a handy booklet already exists that can be handed out with registration materials. • Geneva and Environ tours, including city walks, UN, CERN – LAC will arrange.		
7	Centenary Product: Paper on “The Role of Graduate Women in Global Society” • Would like to unveil this paper at the centenary. • Purpose is two-fold to establish the indispensability of graduate women to the future of the planet and to engage our members in a common project. • Difficulties discussed • Need to flesh this out more – with only a year left to do this – if we are to do it- we should frame this project as soon as possible.	Geeta and Hazel	

No	Item	Action Item	Completi on date
8	• Caroline Spurgeon Fellowship- CHF 12,000 • Basak has been tracking pledges. We currently have pledges in the amount of CHF 10,000 approximately. We will continue to promote the fellowship. • Scholarship Fund from Norway Norway approached Cynthia Burek about the possibility of GWI handling its scholarship fund. Cynthia copied GWI Board on her reply.	Basak to follow - up Rae to write to Cynthia	
9	Factors that Drive and Detract from Organizational Sustainability Drivers and Detractors were discussed. See attachment to these Minutes. What we want to do is not prepare an Action Plan for the next Board but instead tell them that we've discussed the sustainability of this organization and give them our recommendations. Arguably, the most egregious detractors are: lack of succession plan; lack of continuity of the board- the entire board can turn over; lack of mechanism for knowledge transfer from one administration to the next; lack of understandable bookkeeping and financial management practices; lack of articulation of long-term goals, based on an understanding of the dynamics of a global society; lack of recruitment of new members; lack of good relationships with NFAs.	Rae to draw up a succession plan	

No	Item	Action Item	Completi on date
	We believe that our recommendations should cover the following – this is not final • Close gap between GWI and NFAs • Pass on knowledge and experience • Good information management – paper and electronic • Succession Plan and qualifications to run for president and board • Establish links with tertiary institutions Time permitting, we will write up a sustainability analysis of the organization with recommendations for the next board		
	Meeting was adjourned at 4:00 PM on Monday, April 9, 2018		

Provisional Programme – 32nd GWI Triennial Conference

Geneva Switzerland 25 – 28 July 2019 v 6

Arrival Day Wednesday 24 July 2019

08.30 – 17.00	Registrations	Room MR 150 (1 day)
09.00 - 17.00	Board meeting	Room M 5020 (1 day)
	Back office	Room M 4050 (5 ½ days)
	Hegg Hoffet	Room M 2020 (5 ½ days)
14.00 – 15.00	Membership Committee credentials meeting	Room M 1130 (1/2 day)
16.00 – 17.30	Orientation for first time Conference Attendees	Room M 1130
16.00 – 17.30	Panel, seminar and workshop Conveners & presenters training session	Room M 2130 (1/2 day)
Evening		Free

Day 1 Thursday 25 July 2019

08.30 -10.00	Registration and credentials	Room MR 150 (1 day)
09.00 -09.20	Official Opening	
	Welcome by GWI President, (5 Mins)	Auditorium MR 280 (1 day)
	Greetings from Swiss Association (3 mins)	
	Introduction and greetings from LAC (5 mins)	
	Welcome by Canton Government Representative (5 mins)	*(LAC to advise)*
09.20 – 10.10	Key note speaker, Q & A (from UN Geneva)	Auditorium

10.10 – 11.00	Business session 1	Auditorium
11.00 – 11.30	Morning Tea	Cafeteria
11.30 – 12.30	Business Session 2	Auditorium
12.30 – 13.45	Lunch	Cafeteria
13.15 – 13.45	Voting for GWI President, Treasurer if Required	Registration Room MR 150
14.00 – 15.30	Business session 3	Auditorium
15.30 – 16.00	Afternoon Tea	Cafeteria
15.30 – 16.00	Voting for Standing Committee conveners/members	Auditorium
16.00 – 17.30	Resolutions Caucus	Auditorium
18.30 – 21.00	Centenary Celebration/ Low cost dinner	Middle Foyer Surface/lobby

Day 2 Friday 26 July 2019

08.30 – 10.00	Registration and credentials	Room MR 150 (1 day)
09.00 – 10.00	Keynote Speaker and discussion	Auditorium MR 280 (1 day)
10.00 – 11.00	Business Session 4	Auditorium
11.00 – 11.30	Morning tea	Cafeteria
11.30 - 12.30	Resolutions debate and vote, 1 – xx	Auditorium

12.30 – 13 45	Lunch	Cafeteria 1
	Regional leaders Lunch	Cafeteria 2
13.15 – 13.45	Voting for Board of Officers	Registration Room MR 150
14.00 – 15.30	Business Session 5	Auditorium MR 280
15.30 – 16.00	Afternoon tea	Cafeteria 1
16.00 – 17.30	Resolutions debate and vote, xx - final	Auditorium
18.30 – late	Past Presidents and Board Dinner	Local Restaurant - organised by the current board

Young members/ leadership training VGIF Funded?

12.30 – 13 45	Lunch	Room M 5020 ? ½ day?
14.00 – 17.00	YM Training	Room M 5020 ?

Day 3 Saturday 27 July 2019 Public Conference – 'Peace Through Education'

8.00 - 9.00 Registration for one day conference for locals Room (preferably close to ground floor or MR 150 or MR 080

9.00 – 9.15 Welcome and Introduction – President (12 mins) Auditorium MR 080

Welcome by Geneva Government Representative? Or possibly UN - LAC to suggest? (3 mins)

9.15 – 10.00 Keynote speaker and Q and A

10.00 – 11.15	Workshop / Seminar	**6 x Workshops,** M 1130, M 2130, M S030, M S040, M 1140 + 1 more (1 day)
		4x Seminars, MR 030, MR 040 + 2 x more (1 day)
11.15 – 11.45	Morning tea break	Cafeteria 1
11.45 – 13.00	Workshop/Seminar	**6 x Workshops,** (as above)
		4x Seminars (as above)
14.00 – 14.30	Lunch with speaker	Cafeteria 1
14.30 – 15.45	Workshop/Seminar	**6 x Workshops,** (as above)
		4x Seminars (as above)
15.45 – 16.15	Afternoon Tea Break	
16.15 – 17.00	Conference Plenary & Wrap up	Auditorium MR 080
20.00 – late	Swiss Gala dinner cruise	

Day 4 Sunday 28 July 2019

8.45

9.00 – 10.30	Theme panel “Looking Forward” Q & A	Auditorium MR 280 (1day)
10.30 – 11.00	Morning Tea	Cafeteria
11.00 – 12.30	SDGs training	Auditorium
12.00 – 13.15	Lunch – Sandwiches (‘paper bag lunch’)	
13.15 – 14.15	Regional caucuses	Auditorium, MR 030, MR 040
14.15 – 15.15	NFA Presidents /Membership Support & recruitment	Auditorium, MR 030, MR 040
15.15 – 15.45	Afternoon Tea	Cafeteria
15.45 – 17.00	Committees – Memcom, Fellcom, Educom, etc	Auditorium, MR 030, MR 040
17.00 – 17.30	Plenary - Wrap Up - Farewells	Auditorium MR 280

Day 5 Monday 29 July 2019

9.00 – 12.00	New Board and Old board transitional meeting	Room M 5020
	Committees	Surface / lobby Spaces?
13.00 – 17.00	New Board	GWI Office?
	Clean up - back room	M 4050 (1/2 day) ?
	Hegg Hoffet	M2020 (1/2 day) ?