Graduate Women International
Empowering women & girls through lifelong education

Board Meeting Minutes
May 17, 2018
7.00pm – 10.00 pm CEST

No	Item	Action Item	Completi on date
	Present: Geeta Desai, Hazel Bowen, Rae Duff , Eileen Focke-Bakker, Louise McLeod, Basak Ovacik, Katharina Strub and Stacy Dry Lara		
	Meeting was called to order at 19h00 (7:00pm) CEST		
2	**Apologies** - None		
3	**Conflict of Interest–** no additional conflicts of interest were registered other than those provided with the Board papers.		
4	**Adoption of the Agenda**- GD moved to adopt the agenda of 17 May 2018 GWI board meeting. Agenda was adopted unanimously.		
5	**Approval of Minutes of April 5-9, 2018 Board Meeting**		

No	Item	Action Item	Completi on date
	Minutes state: “The GWI treasurer should not be Convener of FinCom. Governance to make change for a vote in 2019. This is so that Treasurer gets a vote on the Finance Committee.” This should be corrected. The Treasurer should provide information; Treasurer should not be convener. The Treasurer should not get a vote – FinCom is an independent committee vested with a certain amount of responsibility and should be able to make independent decisions. The board will revise the GWI constitution to ensure that the Treasurer participates in FinCom with no voting rights; that the convener must be one of the Assistant Treasurers. GD made motion to adopt Minutes contingent on making this change to the Minutes. Minutes were adopted unanimously.		
6	**Financial Report** GWI spent CHF 17’500 per month in the last 4 months. Bookkeeping costs were far below forecasted which is worth noting. The Monthly report has a small error; Katharina she will correct and redistribute report. The board was asked to refrain from distributing this report until it is corrected.		

No	Item	Action Item	Completi on date
	Katharina has sent new invoices tailored to NFA's currency requirements such as Sierra Leone request to pay in UDS. Some NFAs have not paid in full. There is some concern about the Uganda membership numbers; it had reported and paid for 120 members in 2017 and for 2018 they have requested an invoice for only 20 members. Katharina will send Eileen and Hazel contact information of NFAs that they have committed to contact. Basak will contact Turkey to inquire about partial payment. Louise confirmed 160 members for WG-USA. Cameroon sent payment plan at end of 2017 but they are not adhering to it. Calls are to be made soon to NFAs with outstanding payments so that they can pay before the deadline. CHF 230'000 dues revenue has been received, so far. Dues revenue for this year, contingent on all paying is CHF 304'000. Some of the better established NFAs are showing membership losses. The Membership Committee has to work to stem these losses and to recruit new members. One of the commitments that this board made to NFAs is that it would work in partnership with NFAs to recruit members. We need to show a substantial net gain in members by the end of our term. GWI is functioning within its very austere budget with an Executive Director who is working overtime and is doing the work of more than two people and a working board, some members of which are working full - time.	Katharina to send information to Hazel and Eileen and Hazel, Eileen and Basak to follow up	

No	Item	Action Item	Completi on date
7.	**Response to CFUW** All board members have read letter sent to CFUW this week in reply to their impending motion. GWI's response was legally, constitutionally and organizationally sound.		
8	**Proposed Norwegian Scholarship in memory of Professor Ellen Gleditsch.** Norway has a scholarship fund that it would like GWI to administer. Katharina will have to put funds in separate budget line but does not want to open a new account. GWI is charged a fee for every new bank account opened. However, GWI can and will track this fund with meticulous bookkeeping and regular reviews of all budget lines. Katharina will send bank details required to transfer funds to Anne Ronning of Norway. The fund is to be called the Ellen Gleditsch Fund.	Katharina to send Anne details	
9	**Photo Project Suggested by Anne Holden Ronning** This would be a Centenary project. The proposal is to collect information and photographs of iconic historical figures of GWI. Anne Holden has offered to edit. Rae offered to start by writing about each GWI president. This will be a digital file. It was suggested that Louise contact Anne Holden. Louise will decide how these photos will be used in GWI's marketing efforts for the next Triennial.	Louise to be board contact for this project	

No	Item	Action Item	Completion date
10	**Reporting back on May LAC meeting** Katharina and Stacy attended the third LAC meeting. The LAC has good suggestions for sightseeing and recreational activities for GWI members and their accompanying persons attending the centenary celebration and conference including walking tours and bus tours. There is no down payment to UniMail for the venue; catering requires a 10% payment, due this summer. Katharina is trying to find out if registrations and sponsor contributions will be charged VAT. One of the LAC members is a lawyer; she is one of the people Katharina will consult about the issue of the VAT. She may want to see the budget before advising us. Sponsors promoting their products at the conference do not have to pay VAT. The catering budget is lower than the threshold for VAT payment. If it is more than CHF 100’00 then we are obligated to pay VAT. Final answer needs to be determined. GD will write message to NFA Presidents and CIRs to announce the centenary celebration and conference. She will also write a welcome message for the conference website page and ask Doris Boscardin (LAC Chair) to do the same.	Katharina to let board know Geeta to write and to ask Doris to write a message of welcome to Geneva	

No	Item	Action Item	Completi on date
	Posters should be fine at conference but need to be portable displays. We need specs from UniMail. We need to restrict poster size for easy portability. Katharina will check with Livia from the LAC about posters and sizes.	Katharina to let Hazel know	
11	**Conference Budget from FinCOM** Katharina has received a preliminary budget from Kathy Horvat. Katharina has further refined the budget which was shared with the board. The Board cannot vote now on the budget because FinCom must review again and recommend to the board. We cannot start spending until the budget is approved. The budget should be recommended by Fin Com and accepted by the board no later than the June board meeting. Of the 25’000 SVA offered as contingent contribution, CHF 18’000 has been approved by SVA as pay for the LAC secretary. The remaining CHF 7’000 can be used if there is deficit for the event. The Zurich chapter has already committed 4’000 2017 and 4’000 2018 – a total of CHF 8000. Catering budget includes 10% additional food so that for guests such as speakers and volunteers can also partake of meals. We can pay for	Katharina to meet with Fin Com	

No	Item	Action Item	Completion date
	speakers boarding and lodging approximately CHF 400 per day for two to three nights but we cannot pay for transportation. We are trying to get good, recognized speakers who live or work in proximity to Geneva/ Switzerland. We will give each speaker a gift – a token of our esteem and appreciation. We're thinking of 5 hostesses though three should be sufficient @ 200 CHF per day per person. Even students want to be paid. We should pay CHF 40 per hour for a Minuting Secretary which is the going rate in Geneva. Scrutineers will be volunteers. The gala sit- down dinner is still to be thought through in detail. We are waiting to hear from Livia. For 300 attendees costs for food and wine is estimated to be 15'000. Livia had previously provided an estimate of CHF 7'900 CHF which was the estimated cost for appetizers and wine, not for a sit-down dinner. We need to be raising money now to make payments. The board thanked Katharina for her refinement of the budget and Fin Com for its preliminary work.		

No	Item	Action Item	Completi on date
	Currently we are working to determine a registration fee that will cover costs but will also be fair to people who may want to attend but cannot for financial reasons. Katharina will ask Livia if the university requires us to buy insurance to host our event.	Katharina will let the board know about insurance	
12	**Nominations Committee** There is nothing in the GWI constitution that says that the Membership Committee should function as the Nominations Committee (NomCom) also. NomCom was not elected in Cape town at Triennial as it should have been. After review of the constitution and consultation with our Constitutional Advisers, it was determined that the board can appoint the Nominations Committee. The NomCom scrutinizes applicant applications for open positions and shortlists the most suitable candidates. Very soon we will need to know which current board members would like to stand for re-election. Rae will have to let the membership know.		

No	Item	Action Item	Completi on date
	The following motion was made by Rae: "The composition of the Nominations Committee as stated in section 4 of the Terms of Reference should be changed to state that the Nominations Committee will be comprised of at least one member of MemCom not standing for elected position at the Triennium, a retiring member of the current Board and up to 2 other independent members provided no NFA is represented by more than one member on the Committee. The Convener will be elected by the members of the Committee." The motion was seconded by Eileen. The motion was carried unanimously. Rae has asked for suggestions for independent members to serve on NonCom via email. At the June board meeting, the board can identify a member of MemCom to serve on NomCom.	Board member to provide Rae with names	
13	**Other Conference items not discussed already** • Honorary Co-chairs		

No	Item	Action Item	Completi on date
	Geeta feels that we need Honorary Chairs for the centenary celebration and conference to expand the ownership of this milestone event. Chairs would be kept apprised of planning progress and would be asked to help to generate a good attendance. We should consider geographical representation for this committee. It was suggested that Honorary Ambassadors was a better name for this yet – to - be -formed group. Geeta was asked to write a description of what this committee is intended to do and send to board. Geeta said that taking ownership of the event and to help encourage attendance was all members of this group would be asked to do. As plans move along the board will invite people to help with tasks as they see fit. We need to find people who will in addition to the board be responsible for the management and smooth running of the GA, the conference and the organizational meetings – four days We need to brainstorm additional keynote speakers because letters must be sent out as soon as possible.	Geeta and all board members	

No	Item	Action Item	Completi on date
	All board members were asked to send speaker suggestions to Geeta. Geeta will write to speakers		
16	Reporting back on Fundraising meeting held on May 14, 2018 Basak, Stacy, Geeta and Louise met to discuss fundraising strategies. Basak reported on the meeting. Basak has made a list of 130 multinationals in Geneva and is researching each to determine if their corporate social responsibility includes support for women in one of the following areas: women's leadership, training, conferences, education, peace, young people (students and young professionals). There is a sponsor letter and an outline of sponsor benefits. Louise is working on a graphic. These will be shared with the LAC. It was noted that It is important to not interfere with the LAC's fundraising in Geneva. Stacy is going to share the funding calls from the Canton and City of Geneva grant applications with Geeta so that Geeta can provide input. Once they are completed they will have to be translated into French and sent to the funding sources. Katharina suggested approaching the Rolex Foundation It was noted that the tee shirts are not selling as well as the mugs. Basak is going to investigated additional discounts on shipping the mugs.	Katharina to send Basak contact information for the foundation.	

No	Item	Action Item	Completi on date
17	**Conference Timeline** The board reviewed the GA and conference timeline. Geeta's letter to the Presidents and CIRs will go out Monday 21 May 2018. This is a welcome letter and Geeta will say the NFAs should expect to hear from Doris. A copy will be sent to Doris Geeta will also write the welcome message for the website and ask Doris to do the same. Sometime after that the audit and letter from Treasurer will be distributed. Rae will send an email to board regarding their own job descriptions. Rae needs to know which current board members will stand for re-election. She will then identify vacancies Eileen can start orchestra and song promotion after Geeta's introduction/welcome letter to the Presidents and CIRs. Stacy would like to activate Idloom earlier rather than later.		
18	**Re-establishing the InFocus newsletter**		

No	Item	Action Item	Completion date
	The InFocus newsletter needs to be resuscitated. It never had an extensive readership and the effort now with limited organizational resources has a return that is disproportionately small for the investment. Stacy had suggested that Board members and Executive Director report on their activities – a sort of board and staff newsletter. It's a quarterly mailing. Board members did not think this would be interesting so we are looking at other ideas for this newsletter. One idea was that we do a series of fire-side chats with interesting people who work in socio-economic areas that are related to GWI's mission. All board members should give this some thought – keeping in mind that the next mailing is scheduled for June 2018.		
19	**Strategic Plan Measurable Activities to be completed over the <u>next month</u>** We have a Strategic Plan with objectives to be accomplished. Tracking this plan provides accountability. Many of the Strategic objectives can be accomplished in the planning and implementation of the GA and Conference		

No	Item	Action Item	Completi on date
	Conference activities and how these do or do not dovetail with the accomplishment of strategic objectives must be discussed at each board meeting. All board members were asked to review their strategic objectives and prepare to report on progress at the next board meeting		
	Meeting Adjourned 10:23 CEST		