



Board Meeting

July 12, 2018

7:30 PM CEST

Minutes

No	Item	Action Item	Completion date
1	Meeting Called to order at 7:43 PM CEST (Skype problems)		
2	Present: Geeta Desai,, Hazel Bowen, Rae Duff, Eileen Focke-Bakker, Basak Ovacik, Katharina Strub and Stacy Dry Lara Apologies: Apologies received from Louise		
	GOVERNANCE MATTERS		
3	Conflict of interest – no additional conflicts of interest were registered other than those provided with the Board papers.		
	AGENDA		

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4	Adoption of the Agenda Geeta made a motion to adopt the agenda. The motion was carried unanimously		
5.	Approval of Minutes Geeta made a motion to approve the Minutes of the May 17, 2018 Board Meeting. The motion was carried unanimously There had been no board meeting in June due to scheduling problems		
7	Financial Report <u>Monthly Income and Expenses</u> GW I has been operating within its budget. The average monthly expenses remain the same as discussed at the May 2018 meeting. Infrequent fluctuations are attributable to once – a- year expenses for instance payment for the audit, or a one-time expense like a new laptop, etc. The expenses for the first six months of 2018 for operating GW I were CHF 105,000 (average monthly = CHF 17,500) which would mean that in a steady state of operation, expenses for the year would be 210'000. Income, so far, is CHF 265'312 income. The board was reminded that the monthly spending during the last Triennium was between CHF 50,000 and 60,000 and that contrary to popular belief, it is possible to advance an		

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	organization on a lean budget. To do this requires a superior level of commitment - to the mission, vision and membership of GWI, an extraordinarily hardworking Executive Director and a working Board – which the current Board and Executive director have demonstrated over the last two years. However, it is understood that this level of performance is not sustainable over the years and that future GWI boards will have to review the scope of organizational work and the Executive Director’s workload and will have to make thoughtful, cost-effective decisions in the hiring of additional staff. In view of the timeline for the planning and implementation of the GA and Conference, the Board has voted, at its April Board Meeting, for part – time office help to support Stacy. Funds of CHF 13,000 have been allocated for this additional help. At this Board meeting, Stacy was encouraged to hire someone who could work 60% of full-time, from September 1 through the end of the year. <u>Fellowships Fund:</u> Katharina announced of that we have received an anonymous donation of CHF 6’000 towards the Caroline Spurgeon Centenary Fellowship (CSCF)		

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	New Zealand had asked for an accounting of the fellowship funds donated to GWI during the current and last Triennia. Katharina and Catherine Herbez were able to respond to New Zealand's satisfaction. However, it was noted that during the last Triennium, scholarship funds were not adequately "ring-fenced" and additionally the named scholarships were not identified accordingly. Since there is no record of identification of named scholarships at the office, Basak was asked to write to Jenny Strauss who was on the previous (and is on the current) Fellowships Committee for paperwork that might breakdown the scholarships given out in 2015 (as well as the remaining fellowships fund) by name and amount. We are tracking named scholarship funds separately. In the case of New Zealand, we are tracking the Daphne Purves and Cullis Leet fellowship funds as well as NZ's donations to Bina Roy. We owe that to our donor NFAs. Rae who is from New Zealand also agreed that this should be done as New Zealand is very particular about how much it allocates to each of these fellowships The Board was grateful for the Hegg Hoeffet funds raised at the UWE Annual Meeting- half of which were from the British Federation – England and Wales. Eileen and Basak have thanked UWE and donors for their generosity.	Basak to speak to Katharina for clarification and to write to Jenny Strauss	As soon as possible

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	<u>Dues Payment:</u> Progress in the payment of dues by NFAs was reviewed. Some NFAs in small countries with fragile economies are having trouble paying. NFAs are in touch with GWI and GWI is doing its best to facilitate payment. Argentina still has questions about the reaffiliation process. Stacy will contact NFA Bulgaria has been experiencing difficulty in recruitment and was told that it could pay for 14 members at this time (the board had agreed to this) but that they must pay for 20 members in 2019, either by recruiting additional members or by joining with another NFA as allowed by the GWI constitution. There is a mistake in the GWI Constitution that needs to be corrected. It says that NFAs that do not have the requisite number of members can join with other NFAs so that the two NFAs have 40 members between them – which defeats the purpose.	Stacy will contact Katharina to track payment at year end. Rae to correct for the next GA.	As soon as possible

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	<u>GA and Conference:</u> Katharina has been making inquiries about paying the VAT on conference expenses. We do not have complete clarity on this point at this time. It seems that we won't have to pay tax on education – related or knowledge – dissemination activities but would have to for food and catering and costs associated with these two items. But payment of VAT is also a function of number of attendees – the fewer the attendees the lower the probability that we will have to pay tax. But having a higher number of attendees is good because we balance off the income from the event with taxes to be paid. Katharina will have make an iteration of the budget showing how costs will be allocated: to education/knowledge and to food and catering. Livia will hopefully help It is possible that we might have to include a 7.7% tax on registration but we could reclaim the amount paid by breaking down the registration fee in the above manner. We are going to have to pay a higher price for security because we are shooting for over 300 attendees. Also because of this, we will have to pay for security every day. Livia will calculate this.		

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	Sponsors do not pay VAT if we list them on our GA/Conference website but may have to if we post a link to their websites. We need more clarity on this before we approach sponsors. Sponsors do have to pay tax if we feature their logos on mugs, backpacks, etc. The Conference Account recommended by our bookkeeper is now open at Credit Suisse. The opening balance is 25,381. Katharina has transferred CHF 20,000 to this account from the Marketing line item in our annual budget, which was always earmarked for the GA and Conference because the GA/Conference is a membership engagement and recruitment event. Included in this amount is CHF 350 from individual donors and CHF 4,000 from the Zurich branch of the Swiss Association. Down payments for the Swiss evening and catering are coming up. Doris has been asked if she will negotiate the smallest down payment possible. Down payment for university facilities is not due until a month before the event. Katharina convened a Fin Com meeting in May 2018 to keep its members abreast of what is happening in terms of planning of the GA/Conference and to ask if they had any other recommendations.		

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	In late August 2018, Geeta, Katharina and Stacy are hoping to meet with the Rector of the University of Geneva and a few other local Geneva peace, education and gender equality Institutions to ask if they will partner with GWI on the Conference. Partnership can mean either an ideological endorsement or financial support or participation (conducting a workshop for the conference). While it is unlikely that we will get financial support, the endorsements and participation are not to be underestimated. Board members were reminded that rooms provided for by CAGI will not be of a lower equality. CAGI would simply arrange for a discounted hotel rate. <u>Teachers for Rural Futures</u> This discussion was tabled because of the lack of time. Stacy reported that GWI currently has five students attending an internship in their home district of Buyende. She is evaluating their progress and has filed the tri-monthly report for GlobalGiving. The program has received \$1631 from CFUW Strathcona and \$175 from GlobalGiving.		
8	Membership <u>Terms of Reference for Associate members:</u>		

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	Rae has drafted ToRs. The Board has reviewed. Associate membership dues need to be determined. The table of dues provided at the end of the draft ToR is too general – it does not take into consideration the socio-economic differences among countries, the way the NFA membership dues calculation does. Additionally, we should understand what the market can bear. For instance, the membership fee for Universities/colleges to join AAUW in the US is only \$175, regardless of the size of the institution. It would be difficult for GWI to compete on this basis with AAUW in the US. The approach that AAUW has taken is that it is looking for students enrolled in member Universities to become members. Also, it helps on Capitol Hill to say that “x” number of Universities are members of AAUW and agree with AAUW’s policy positions. It was decided that more research and thought needed to be put into identifying the amounts of membership fees paid by Associate Members. We will need to take into account the socio-economic differences and the capacity to pay as well as what the market can bear. <u>Membership Recruitment support for older NFAs since older NFAs are losing members:</u>	Eileen to research and get back to the board	As soon as possible

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	Eileen is completing her questionnaire for the members asking how GWI can help them. She wants to use the questionnaire as a tool to: 1) engage and 2) learn what NFAs are lacking. Once she receives responses she will contact NFAs personally. She is concerned that CIRs may not distribute widely within their organizations There had been an idea for a webinar for CIRs exclusively, to go over their responsibilities and to engage them generally. Now that GWI has a better web meeting platform (Zoom) this webinar will take place. The current board has made a commitment to help NFAs with recruitment and should carry out this commitment before July 2019 which is the end of its term. There had also been an idea to engage NFAs by region – that being the purpose of creating the regions. Hopefully there will be regional web meetings also. <u>Report on UWE meeting:</u> Eileen reported back about the UWE Annual Meeting in June 2018. She spoke to France which is experiencing some internal issues. Germany and Finland still have a bad impression of GWI- that GWI spent too much		

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	money; they were still forming opinions based on dated information. The Membership Committee should change this impression of GWI by reaching out meaningfully to these organizations. Overall, UWE is keen on GWI; there were generally good feelings and fellowship around the subject of GWI's 100th anniversary. <u>CFUW:</u> CFUW has just had an election and has elected some new board members who are keen to work with GWI. Eileen will get in touch with Lynne Kent regarding membership recruitment activities and a GWI-CFUW collaboration to engage the current CFUW members. <u>Resolutions:</u> Stacy continues to connect all information in GWI publications with GWI resolutions to make the information a coherent whole. Eileen is promoting resolutions as a way to engage the NFAs.		

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	Call for Resolutions for the triennial GA is to go out on 3 August, 2018 . Stacy has given Hazel documents from the office that pertain to the Call for Resolutions.		
9	Advocacy Hazel has sent two letters to the USA; one about the separation of children from families at the country's southern border and another to express disappointment with the USA's decision to withdraw from the UNHRC. There has been a positive response from the Education Committee regarding the Call for Seminars and the Committee members have committed to review the proposals with oversight from Hazel. The Call for Workshops is going out in September. First and second calls will have to be staggered so that there is no confusion on the part of the NFAs. The Committee is also working on a Gender Equality Toolkit with plans for an official launch in July 2019 conference accompanied by a workshop on the use of the Toolkit. Plans are underway for a CSW63 side or parallel event: People have told Hazel that GWI has held lots of side events in the past but she couldn't find evidence of any. In fact, GWI has not had a side event. A side event needs	Hazel and Geeta to work on this over the next month or so.	

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	participation by one of the Permanent Missions to the UN. Geeta will help with securing this participation. There is a need to focus more on SDGs and their indicators, particularly SDG4. We should encourage NFA's to work within their own countries to influence policies.		
	Fundraising Basak opened Facebook for contributions which she has been checking frequently, sharing with friends and encouraged the board to do the same. She has also been working on the Terms and Conditions of the Nazan Moruglu Award with Stacy and Eileen's help. She is waiting for Nazan's biography to finalize write up. She has contacted Microsoft regarding Teachers for Rural Futures funding and she has facilitated the payment of TAUW's membership dues balance payment. She has also identified multinational companies with offices in Geneva as possible sources for triennial funding.		

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	GD has sent out 50 emails to people she knows some of whom have donated to VGIF but not GWI. She hopes to raise \$25,000 with this effort. She is also planning on writing fundraising letters to multi-nationals particularly American companies with offices in Geneva. She will check with Doris to avoid a duplication of effort. SDL reported that she has already prepared all documentation for and has submitted four grant requests for the triennial – City of Geneva, Loterie Romande, Rolex Hans Wilsdorf Foundation and the Pictet Foundation -- totalling CHF 113'000 in grant requests. Average Loterie Romande award in 2016 was CHF 46,000 for Swiss events. She is waiting for a response and has several other requests in the pipeline to submit in the coming few weeks. All document requests that accompany grant proposals are very time - consuming efforts.		
	Governance <u>ToR for Nominations Committee</u> Rae has drafted the ToR for the nominations Committee. All Board members were thanked for their contributions. The Constitution states		

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	that a NomCom should have been elected at 2016 GA but this did not happen. We need to change this to state that the Nominations Committee will be put together when it is time for it to begin its work. The reason for this change is that if its is elected at a Triennial – more than two years before the commencement of its work- elected members lose interest or experience unforeseen reasons that prevent them from serving. A call for members to serve on the nominating Committee closer to the commencement of the Committee’s work is a better organizational management option. RD will create a letter to accompany the call. Nominations Committee members cannot stand for elections. The committee should be comprised of one or more retiring board member(s) and the board has the right to appoint the Convenor. The last time the Nominations Committee has trouble finding qualified candidates. The NFAs did not put forth board candidates because the process was too confusing. Many people were put off from running last time because of the job descriptions and required experience. While it is important to have qualified candidates, candidates should also be passionate about GWI’s work and must be able to make a commitment to a standard of excellence in the management of all of GWI’s affairs.		

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	GWJ has never been overwhelmed with candidates for board positions so job descriptions should be made less intimidating. Rae will make some small changes to the ToR as requested by Hazel and understood by the rest of the board. The Board agreed to proceed with the vote. <u>Motion: Rae moved that the ToR submitted for the NomCom be approved by the board; Eileen seconded. The motion carried unanimously.</u> Rae to send a letter to NFAs to submit candidates for Nom Com; then the board will decide. Approximately 5-7 members will be needed to serve on NomCom. Current Board members should be reviewing their job descriptions mailed to them by Rae and they have until the end of July to say if they will stand for election again.	Rae to send Current board members to review job descriptions and to get back to Rae as soon as possible and to Geeta regarding elections by month's end.	
	Stacy's workload Given time constraints at end of the meeting, SDL gave a brief rundown of her activities at the office: Submitted a written and oral statement for the 38th session of the Human Rights Council. The statement for the 39th session written		

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	might be on child widows and widowhood. Geeta and Hazel have offered to write this. Stacy to let them know • Participated in GWI's first Menstrual Hygiene Day comprehensive advocacy campaign – officially joined the movement and distributed an advocacy toolkit to all NFAs plus conducted a 4-day social media campaign which gained hundreds of followers. • Will conduct World Youth Skills Day social media campaign for 13-15 July, 2018. • Press releases were provided as NFA templates for localization and distribution: for World Day against Child Labour; International Day for Elimination of Sexual Violence in Conflict. The World Day against Trafficking in Persons for 30 July, 2018 press release is ready and Stacy is working on a 5- day social media campaign. • Considering a written statement for the Council or other UN mechanism on higher education institutions' responsibility to sustainability and the 2030 Agenda	Stacy to let Geeta and Hazel know about this statement	

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	Clemence Mathiaud last day is 13 July, 2018; Stacy will send Clemence's contract as a part-timer in the coming days; Stacy has also contacted SYNI for a possible candidate. Geeta and Hazel have taken responsibility for the July/August InFocus – the deadline to submit content to office is 20 August. There will be no changes to the masthead but the way the content is presented can change Stacy was asked to think further about what office duties the board can take over Stacy felt this was difficult because while the day to day operations create a heavy workload, it is not easy to break down tasks that can be outsourced to the board.		
	Progress on acquiring speakers for the conference was discussed. We are no longer pursuing Malala who is quite an expensive speaker but we are still pursuing Audrey Azoulay, Director General of UNESCO. Katharina had called her office to follow up on Geeta's letter and now Geeta will send another letter and Geeta will also call the office. Rae is still very keen on Helen Clark as speaker and will get in touch with her	Geeta to follow up Rae to follow up	

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	We will also be asking Rector Yves Fluckiger of the University of Geneva, if he will give a welcome address on the first day Eileen, Basak and Rae are looking for a futurist for the last day of the event: expenses and options are being considered. We do need to finalize speakers within the next month because we will want post them on the GA/Conference website when it goes live on October 1, 2018.	Geeta to write and follow up Basak, Eileen and Rae to follow up.	
	The Meeting was adjourned 11:02 PM CEST		