



Graduate Women International
Empowering women & girls through lifelong education

**Board meeting
August 13, 2018
Minutes**

No	Item	Action Item	Completion date
	Present: Geeta Desai, Hazel Bowen, Rae Duff, Louise McLeod, Basak Ovasik, Katharina Strub, Eileen Focke- Bakker, Stacy Dry Lara		
1	Meeting Called to order at 7:28pm CEST		
2	None of the Board members had any conflicts of interest.		
3	The Conference budget discussion was added to the agenda. Geeta moved to accept the agenda. Motion was carried unanimously.		
4	Two corrections to the Minutes were noted. GD moved to approve minutes of 12 July 2018 Board meeting; The motion was carried contingent on corrections being made. Louise abstained since she was not present at the July Board meeting.		
5	Youth Representative to UN Program: Geeta explained that this initiative is a pilot program that aims to increase GWI's engagement with students at Institutions of Higher Education (IHEs).	Geeta and Marella to work on this	As soon as possible

No	Item	Action Item	Completion date
	The pilot program will look for a youth representative in NY to attend meetings and activities on behalf of GWI at the UN in New York. The program if successful will not be restricted to NY. It can expand to include youth representatives at UN campuses in Geneva, Vienna and Paris. No expenses will be incurred by GWI: youth will volunteer and their travel expenses will hopefully be covered by the IHE at which the student is enrolled. GWI believes that this program provides benefits to the students themselves as well as their IHE. <u>Geeta moved to approve a “GWI Youth Representatives to the UN Program” in theory so that the board can move forward in investigating all aspects of this undertaking, begin its implementation as a pilot program and evaluate its feasibility given GWI's resources.</u> The motion was carried unanimously.		
7	Membership Recruitment with Outreach to Institutions of Higher Education (IHEs). GWI would like to initiate this program in collaboration with its NFAs. This is a way for NFAs and GWI to grow. It should start as a small pilot program with NFAs that have expressed an interest in GWI’s support in reaching out to IHEs.		

No	Item	Action Item	Completion date
	Discussions are underway for formalizing this program and including it within GWI's membership recruitment activities. GWI's strategic plan does call for outreach to IHE. There was a discussion about what attracts/does not attract young people – students and young professionals- to membership organizations. There are two conflicting commonly – held beliefs: one is that young people do not have the time to participate in “projects”. The other belief is that membership organizations like GWI need to have projects that will attract young people. Without specific projects, it's very difficult to answer the question posed by young people which is “What exactly does GWI do?” The fact is that GWI is not a project-based organization. GWI has always been an advocacy organization that advances the women's and girls' rights to education by advocating with the UN and other global entities. It serves as a liaison to the UN for its members in 54 countries and when called upon by its members, provides advocacy training based on its experience as an advocate as well as its body of knowledge of economic and social issues. Through advocacy and other training and development it provides its members with leadership skills that they can use at the local, national and international levels.		

No	Item	Action Item	Completion date
	This is also what we can provide students and young professionals and is the crux of the outreach to IHEs – supporting IHEs prepare their students to work and live in a global society, advocating for themselves as well as for the socio-economic, environmental issues that interest them. This is also what we would provide young professionals who form a separate but IHEs -related group. It was noted that GWI must work with its NFAs in reaching out to the IHEs in NFA countries and that while IHEs would be considered Associate Members, professors and students would be recruited by the NFA. GWI will provide the IHE with certain benefits for its enrolment as an Associate Member. These benefits are for the institution itself, its faculty members and students. GWI will not recruit faculty members and students but will leave that up to its NFA. Recruited faculty members and students will pay the NFAs dues determined by the NFA. GWI approaching the IHE is seen as providing the NFA access to recruitment on campus. When we ready, we will vote on this Outreach initiative.		
8	Membership:		

No	Item	Action Item	Completion date
	<u>NFAs:</u> Per the report submitted by Eileen, she will go to Belgium next week to make a presentation to a group of graduate women who may be interested in forming a new NFA. The Membership Committee is still working with Haiti and Brazil, both countries are hoping to join GWI. Another NFA is still in the process of finalizing its re-affiliation. Paraguay is still in the beginning phase of writing its constitution with Eileen's help. Eileen has spoken to Germany at the UWE meeting and has sent them GWI materials. She will try and visit them when she is at DACH. She has also spoken to Finland and sent them materials and she is to speak to them again regarding GWI membership at the end of the summer. England, Scotland and Ireland have formed a subregion of English - speaking countries in Europe (like DACH) and have a meeting in September which Eileen cannot attend. The FUWA is a strong regional organization of GWI. It is working with young members. It is looking for a good quality communications tool <u>Membership questionnaire</u> – Eileen is drafting a survey for members. She will send to the board to review. It is to be posted in September with a		

No	Item	Action Item	Completion date
	response deadline of October. Asked if the survey so late in the triennium was for this triennium or for the next, Eileen said that some work emanating from this survey could be done this Triennium and some over the next one. The second call for the Centenary Song Competition will be sent out soon. Eileen has a Skype meeting next Wednesday with an organization in Singapore that has expressed interest in joining GWI as an Associated Members. She will discuss the Terms of Reference and fee for Associate Members with this organization.		
	Marketing: Conference website to go live late September for testing before registration begins; other internal and external efforts continue.		
	Fund raising: Geeta is working on setting up appointments in Geneva with the University, UN agencies and other organizations in International Geneva. She, Stacy and Katharina will meet with these organizations to ask for their participation in and endorsement of the conference. Stacy awaits responses from the funding proposals that she has submitted to the City of Geneva, Rolex, Pictet and Swiss Romandie.		

No	Item	Action Item	Completion date
	Basak is working with FelCom to clarify its understanding of scholarships offered by GWI. There is one Centenary Scholarship from GWI of CHF 12,000 and many smaller scholarships from GWI NFAs. All current FelCom members (Prof. Cynthia Burek, Dr. Madeleine Laming, Dr. Bettie Higgs, Gomathy Venkateswar, Fay Weber) want to continue to serve on the Committee in the next triennium except Jenny Strauss who will not continue. Rae will review FelCom ToR to determine their eligibility to serve again given the term limits The Norwegian fellowship is not yet finalized. Basak is to get in touch with Anne Ronning and will let FelCom know when funds are made available. Basak has prepared the Terms and Conditions for the call for applications for the Nazan Mongulo Centenary Award. Eileen and Basak will receive the applications and will summarize these for the GWI Board and will also be responsible for identifying a deserving awardee and recommending to the Board. The call is to go out on August 15, 2018. Basak has contacted futurist, Ufuk Tarhan, to be the speaker for the 28th of July 2019. Her reduced fee is too much for GWI which is only paying for travel costs, if that, for its speakers. Eileen is also in touch with a futurist		

No	Item	Action Item	Completion date
	who she would also like to have speak at the Young Members Workshop. Selection of a futurist remains to be seen.		
	<u>Next steps in Governance related- GA and Conference activities:</u> The call for members for the Nominating Committee has gone out, but Rae has not heard from the Membership Committee about a suitable member from that committee who can serve on the Nominations Committee. Rae will follow up on this. Rae is in the process of finalizing Board job descriptions. She will add a statement on term limits to each job description. Rae is also working on constitutional amendments and confirmation of voting procedures.	Rae	As soon as Possible
	<u>Advocacy</u> The Call for Workshops is being finalized. Hazel and EduCom are finalizing aspects of the Gender Equality Toolkit, so that it can be launched at the 2019 Conference with a workshop. Hazel is working with EduCom to determine whether it should include original case studies.	Hazel and Education Committee	

No	Item	Action Item	Completion date
	The Chitra Ghosh Award requirements are being reviewed and finalized. Advocacy is exploring the idea of providing training to help members influence education legislation that impacts all women and girls but particularly in marginalized, indigenous, refugee populations and in conflict areas. The training would include how to hold their governments accountable for developing requisite partnerships with civil society, teachers and educators, unions, philanthropic organizations and business and mobilizing financing mechanisms and enabling legislation to provide quality education. A Discussions Network discussion will be scheduled on the changing role of graduate women over the next century. Hazel has submitted an SDG4 article for the inFocus newsletter, is reviewing HRC39 statement on Child Widows written by Stacy and she has written the CSW63 side event concept note and is working on its development		
	Executive Director's Update on office activities <u>Teachers for Rural Futures</u>		

No	Item	Action Item	Completion date
	Stacy ran the Global Giving fundraising campaign for three days which raised approximately \$635 in addition to an additional few donations of approximately \$800 since last Board meeting. <u>Hegg Hoffet</u> There have been no new Hegg Hoffet applications since our last discussion. <u>BRPID</u> 2018 projects status statements have been received. The 2017 final project report is due 31 August. The first 2018 instalments of 60% at CHF 5'849 to Ghana, Egypt, and Nepal has been transferred. Sierra Leone and Turkey have been notified to provide 2017 final report before the office can arrange for first instalment of payment of 2018. <u>Referral of prospective members to NFAs</u> The office has received many emails from the website about membership and has made 14 referrals lately to Nigeria (5), Zimbabwe (1), CFUW (1), India (2), USA (3) UK (1) Pakistan (1). Stacy has been emailing with CFUW regarding how to help a country start an NFA and is modernizing a presentation from the past. Her suggestion is		

No	Item	Action Item	Completion date
	that it could be turned into a toolkit to help NFAs help countries form an NFA. <u>Human Rights Council</u> The office participated in the UNOHCHR for Calls for Submission on Child Marriage and has submitted the HRC38 session written statement. <u>Social Media Campaigns</u> There are three posts per day comprised of 1) Article of Interest; 2) Advocacy Idea; 3) Factoid. Some examples of campaigns that GWI has conducted are: July 15 World Youth Skills Day (3 days) Jul 30 World Day against Trafficking in Persons (5 days) August 9 International Day of the World's Indigenous Peoples (3 days) August 12 International Youth Day (3 days) GWI's social media campaign goal is to reach 5000 followers. <u>Press release templates submitted to NFAs since last Board meeting:</u> July 15 World Youth Skills Day Jul 30 World Day against Trafficking in Persons August 9 International Day of the World's Indigenous Peoples		

No	Item	Action Item	Completion date
	Stacy is in the process of preparing press releases and social media for September 8 International Literacy Day and September 21 International Day of Peace which will also dovetails with our conference “Peace through Education” <u>HRC39 Preparations</u> A statement raising awareness about child widows has been sent to Geeta and Hazel. Stacy will gather cosignatories then submit to the United Nations 20 August. GWl remains an active participant in the HRC Reform Meetings that intend to build a more efficient HRC; make better use technology; reduce meetings held so more time is devoted to the HRC. Stacy is also considering writing a statement for the March 2019 HRC or other UN mechanism on higher education institutions responsibility to sustainability. In New York the office is following the Higher Education Sustainability Initiative which is worth noting. Just recently the Initiative held an event that explored the integration of strategies, research, teaching, pedagogy, and campus practices that position higher education institutions as key drivers for achieving the SDGs. This is very interesting in its alignment with GWl’s new IHEs outreach program. Stacy will continue to follow and is exploring other collaboration ideas.		

No	Item	Action Item	Completion date
	<u>33rd Triennial & Conference Website</u> The website is ready to launch with just a little more work. Stacy has sent out Calls for: Seminars and Papers, Nominating Committee, Resolutions. The calls Nazan Moroglu and Chitra Ghosh are going out on or about August 15, 2018. <u>Membership</u> Stacy is working with Eileen on the questionnaire that will be distributed to the NFAs. <u>Fellowship</u> Stacy has reworked the website Fellowship content. The Caroline Spurgeon Centenary Fellowship application has been uploaded to the website on June 20. On June 20, Stacy also emailed Cynthia Burek, FelCom Convener and Basak for a quick chat regarding fellowship content on the website and has emailed again today for next week. <u>Management of Interns</u> Stacy continues to hold regular Monday morning meetings with interns. We have a new intern, Olivia, who will be with the office until 14 September. She will interview Boston University internship candidates in September who will begin in the last week of October for 8 weeks.		

No	Item	Action Item	Completion date
	So far the office has had 18 interns who have worked onsite. SNYI has been contacted for a new professional to work gratis at the office. <u>IT Management:</u> Always looking for cost-effectiveness in everything that we do, Stacy has interviewed another firm called the IT Guys to take over for Interhyve – they are discussing an NGO hourly rate. <u>UN Reps Update:</u> Amy Paunila, UN rep in Geneva, has found a job and will not be able to be our UN rep for 8 months. Stacy is looking for other people who can represent us. <u>Data broker Project Idea</u> This project would involve NFAs in data collection for data dissemination to UN agencies, other NGOs and NFAs. The idea needs further exploration.		
	Financial Report The revised conference venue and food costs were reviewed- the security cost is still not finalized but will be higher than planned because of number of conference hours and the fact that it takes place on the weekend.		

No	Item	Action Item	Completion date
	The expenses were separated as those items that would require a payment of VAT and those that wouldn't. If GWI is required to pay VAT, we can reclaim it, except on food. The poster cost is not finalized. This will be an hourly fee and we need to know the exact dates when these will be on exhibition, and the dimensions of these posters. The Young Members session needs to be finalized and GWI cost depends on whether VGIF will fund the event or not. The registration fee is still projected at CHF 495 for the four days and CHF 80 for Conference Day only. The caterer contract for the Swiss culture night has been signed. Right now there is no down payment but we will receive an invoice approximately 3-4 weeks ahead of event. The down payment for the Swiss culture night of CHF 2745 has been made. The boat ride is CHF 100 per person for the 3 - hour sail on Lake Geneva and dinner. This price takes into account sponsorships for the CHF 3863 difference between what we are being charged and what it will cost. In any case, whether we find a sponsor or not, the price for the attendees will remain the same. Conference hotels: The LAC has found 2 offers for hotels; no down payment is required by these hotels, we just have to reserve a block of rooms. There are two categories of hotels offered at CHF 150-160 or CHF 89-120. The hotel companies are Manotel and Accor; CAGI hotel grants remain a possibility.		

No	Item	Action Item	Completion date
	LAC has sent about 40 sponsor packs for sponsorships. The Swiss NFA annual excursion (funded by the NFA) will take place at the conference; they are asking for a special price for the NFA members. Katharina believes that it is too early to respond to the LAC. Katharina is concerned about the timing for handing off financials to the new Board in 2019 and has suggested a discussion of a new timeline for handing off financials of current Board to new Board. The current Board was completely caught unawares without a proper explanation of financial management aspects of the organization – for example how the books were kept, bank accounts, and other responsibilities which we had to figure out on our own. Additionally, it was awkward for the current Treasurer to sign off on the 2016 financial statements which reflected almost 8 months of the previous Triennium. She proposes a hand-off period. If this is to happen, GWI will have to add something to the constitution. FinCom will meet in September. It is our intention to leave the organization in good shape for the next board. This current board inherited deficits which it does not intend passing on to the next board.		

No	Item	Action Item	Completion date
	Cynthia Burek has donated CHF 800 francs for Caroline Spurgeon Centenary Fellowship from her education-related activities. SDL to send Doodle to schedule next Board meeting. Meeting adjourned: 22:08 CEST		