



Board Meeting
November 14, 2018
Minutes
7:30 PM CET

Present: Geeta Desai (GD), Hazel Bowen (HB), Rae Duff (RD), Eileen Focke-Bakker (EFB), Louise McLeod (LM), Basak Ovacik (BO), Katharina Strub (KS) and Stacy Dry Lara (SDL)

No	Item	Action Item	Completion date
1	Meeting Called to order at 7:35 PM, CET.		
2	Apologies: None.		
3	Conflict of Interest: None Registered.		
4	Adoption of the Agenda: Motion to adopt by Geeta. The Agenda was adopted unanimously.		
5	Approval of Minutes of Board Meeting -September 27, 2018. Motion to approve by Geeta. Minutes were approved Unanimously.		
6	Advocacy		

No	Item	Action Item	Completion date
	➤ Update on Calls for Workshops and Seminars for 2019 Conference. Advocacy and the Education Committee have received abstracts for seminars and posters and are in the process of reviewing and following up. So far, they have received 14 abstracts for sub-theme 1; 13 for sub-theme 2; 14 for sub-theme 3; none for sub-theme 4 and 12 for sub-theme 5. Additionally, they have received 3 poster proposals. There is some concern that the participation of international Geneva, including the UN, in the conference not overshadow GWI members' participation – that particularly, UN workshops not be scheduled at the same time as workshops conducted by members. The possibility that this might happen does not, however, exist since the bulk of International Geneva's participation is in Keynote Speeches and panel discussions whose timings do not coincide with member-led workshops or seminars. We do, however, need to invite the participation of international women and peace agencies as these feminist organizations are working at the forefront of peace-building and may fill some gaps in the Peace through Education Conference narrative.		

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	UN Reps should do a workshop on how an NFA could be involved in the formulating of shadow reports. UPR, as well, should conduct a workshop on how members can participate in the preparation of the Periodic Review of their respective countries. Th Projects In Development Committee would like to do a workshop on GWI programs; as would the Membership Committee. The University of Geneva University is also interested in conducting one workshop on gender equality as it ties into Education and ultimately peace. Advocacy will send acknowledgements of receipt of workshops and posters proposals and applications. ➤ CSW63 <u>Delegates:</u> The deadline for GWI delegates to CSW 2019 is November 15, 2018. Once received, Advocacy and the Executive Director will sort through them and follow up as necessary. <u>Parallel Event and Side Event :</u> Advocacy has sent in a proposal to NGOCSWNY for a GWI Parallel Event. Parallel events are held at the		

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	margins of CSW and are convened by civil society. GWI will be collaborating with the Global Campaign for Education and has reached out to other agencies for this panel discussion. Notice of acceptance of proposal for Parallel Event will be sent out on 30 November. GWI is also working on convening a Side Event. <u>GWI Participation in other Parallel Events:</u> GWI has been asked and has agreed to participate on the panels of Parallel Events By CFUW, Finland, WG- USA. GWI's Executive director, VPs and UN Representatives will serve as panelists for these Parallel Events. <i>Board Members agree that Hazel Bowen has done an outstanding job on preparations for CSW and building important relationships through the planning of the Parallel and Side Events.</i> <u>Written Statement:</u> GWI's written statement on the CSW63 priority theme was uploaded on 21 October. It was co-signed by several other civil society agencies.		

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	<u>Oral Statement:</u> Deadline to upload oral statement is 18 February 2019; opens 24 January 2019; Geeta will write the Oral Statement ➤ HRC 39 session GWJ's Written Statement, on the topic of child widows, to HRC has been submitted. This Triennium, GWJ has provided more oral interventions and written statements than ever before. The Written Statement was also published in the WUNRN. WUNRN's programs include the global WUNRN ListServe, highly respected as one of the most expansive and active Gender ListServes in the world. The WUNRN ListServe reaches throughout the UN System, and to Governments, Embassies & Missions, Academia, NGO's, Religions, Associations, Foundations, Media, Private Sector and Civil Society.		
7	Marketing ➤ Idea & Plans to promote and market GA and conference		

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	Marketing has promoted the GA and Conference very effectively to VGIF and WG-USA and members are very keen on attending based on information that Marketing has provided them. Graphics created by Marketing have been very effective in promoting the GA and Conference and GWI generally – the creation of graphics is time-consuming and labor- intensive but provide visual clarity on GWI’s work and help the audience connect with GWI. <i>GWI owes a debt of gratitude to Louise McLeod, VP marketing for investing her time, funds and creativity in producing these. All graphics are produced in-house saving GWI from expending large amounts of money on a vendor.</i> We need to distribute these graphics more systematically to our NFAs. ➤ Ideas and plans to market conference locally in Geneva The Executive Director will market the conference to NGO CSW Geneva and Permanent Missions, as well as Geneva – based women’s organizations. ➤ Outstanding Women Centenary Project:		

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	Marketing will reach out to current and former NFAs such as AAUW to ask them to identify and provide information on Outstanding Women through the history of IFUW/GWI. Marketing has reached out to all NFAs and the submissions have been excellent, so far. ➤ VGIF Terms and conditions for its promotion VGIF has approved funding for a Young Members Workshop to be held on July 26, 2019 concurrently with the GA. VGIF's Terms and Conditions include sharing preliminary marketing drafts and execution plans with VGIF. Historically a reception has been hosted after the Young Member Workshop and VGIF has been introduced as sponsor. We need to decide what we will do to suitably recognize VGIF. ➤ NFA Membership Map. Marketing is going to update the Membership Map to reflect GWI's latest efforts and outcomes at NFA recruitment.		

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	➤ Conference Website: A suggestion was made that the cost of the GA and conference be posted before contact information is to be completed– Prospective attendees would like to know the cost before they complete the contact information form. There are several practical problems with doing this but the office will see what it can do. <u>Registrations to date:</u> In the two weeks or so that registration has been open, there have been 50 registrations. Tracking registrations has so far been good with the website provider, Idloom; Stripe seems to be working fine for credit card payments. ➤ Financial Management of GA and Conference It was noted that all aspects of the 33rd Triennial and Conference itself as well as the conference website have been planned and implemented by the GWI Board and Executive Director.		

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	We have not availed ourselves of the services of an event planning company because we believe that being integrally involved in every aspect of this milestone event helps us remain fiscally conservative.		
8	Governance Rae moved that the Board approve the Terms of Reference and Job Descriptions for Board members and Committees. Motion was seconded by Hazel and motion was carried unanimously. ➤ The Circular calling for nominations will be sent out in mid-November. ➤ Circular calling for Triennial reports from Board, Conveners, UN Reps, to be ready to send out mid-December ➤ Governance will check voting procedures for the GA and update Circular if required. Hazel offered to write up Credentials procedures and will have offline discussion with the Executive Director regarding Simply Voting. ➤ Governance will prepare Internal Constitutional Amendments which will be circulated at next Board meeting for approval.		

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	➤ Governance VP gave a PowerPoint presentation at the Otago Branch AGM on Centenary and GA in Geneva, GWI's UN work and projects. Marketing's graphics were used prolifically and were appreciated by the audience – <i>again thanks to Louise</i>. ➤ The VP for Governance also shared GWI's Written Statement for CSW63 and prospective Parallel Event with the NZ International Caucus which met at the Ministry of Women's Affairs. ➤ Travel Grants for Board and Committee Conveners & members were discussed; it was decided to include the statement, "Travel Grants for scheduled meetings during the Triennium are made at the Board's discretion when sufficient funds are available to GWI." ➤ There was discussion about the condition for NFA membership in GWI that states that the NFA must have 50 members in five years. Discussion was tabled for the time being. ➤ Advocacy to write handout for Credentials Committee and to share with MemCom and a few other members who will comprise the Committee.		
9	Financial Report		

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	➤ Monthly Report <u>Annual Budget:</u> GWI is operating within its budget. <u>Caroline Spurgeon Centenary Fellowship:</u> Fundraising and Fellowships needs to follow up on the pledges that have been made. So far, we have raised CHF 9526. <u>Facilities for Conference:</u> Brigitte Mantilleri has spoken to the Rector and they have kindly agreed to waive fee for room rental for the four days of the GWI event, as a Co-Organizer/Sponsor of event.		
10	Membership ➤ The Membership VP will go to the DACH (German, Austria, Switzerland) meeting ➤ The VP for Membership informs us that Finland and Germany are in discussion with her about re-joining GWI.		

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	➤ The Executive Director will go to Brussels later this month where a new NFA is taking form. ➤ The Call for the Young Member Workshop will go out in January 2019. Currently a Young Members Registration fee and subsidies are been discussed within the context of the entire budget. ➤ Planning of GWI Day – Overview, Ideas and Preferences for this member- centric day are going to be planned by the VP for Membership; the Centenary Celebration Evening by the President – each to call a meeting as soon as possible.		
12	Meeting was adjourned at 10:27 PM CET		