



Graduate Women International

Empowering women & girls through lifelong education

Minutes
Board Meeting
September 26, 2018
7:30 PM CEST

No	Item	Action Item	Completion date
	Present: Geeta Desai, Hazel Bowen, Rae Duff, Eileen Focke- Bakker, Louise McLeod, Basak Ovacik, Katharina Strub and Stacy Dry Lara		
	Meeting called to order at 7:32 PM A new meeting protocol was introduced: Geeta calls on each board member for comment. This protocol was instituted so that all board members feel included. It was also suggested that to increase efficiency, conversations that can take place off line should not take place during board meeting		
	Apologies – None		
	Conflict of Interest – None		

No	Item	Action Item	Completion date
1	Adoption of the Agenda: The Executive Director's Report was added as was the Report from Fin Com. The agenda was adopted.		
2	Approval of Minutes of July 12, 2018 An editorial change was suggested. Hotel price ranges for the GA and conference should be changed to show that they range begins at a low CHF 89. Minutes were unanimously adopted.		
3	Executive Director's Report: Report on work that has been taking place at the office, with one Executive Director and one or (sometimes) two unpaid interns as opposed to four full-time and one part -time staff in years past: • Status of Teachers for Rural Futures – continuing apace with routine difficulties in transferring funds – a very difficult program to oversee because of the distance as well as the sparse reporting. The Executive Director and interns spend a great deal of time on this program and it should be evaluated for return on investment. • Hegg Hoffet continues with clearer, more appropriate checks and balances.		

No	Item	Action Item	Completion date
	• Bina Roy Partners in Development- projects continue with reporting back and supervision from the office. • Update newsletter continues with compliments from members as well as non-member readers including other NGOs. Its readership continues to expand. • Press releases have been issued for each UN Day of Observance – NFAs are routinely using them, some more than others • Social media campaigns are conducted almost continuously but especially around UN Days of Observance. • Human Rights Council Session 39 Statement was submitted, making this the third statement for the year 2018. GWI continues to be called upon to make Oral Interventions. • Triennial GA and Conference planning has been underway for a couple of months • An extremely part-time person (2 days a week) has been hired to deal with the crush of work that has begun and is expected to grow exponentially in the coming months. • CSW63 preparations are anticipated to begin within a month with the development for a statement, Call for Delegates, review of applications and information support for delegates. • Daily inquiries and requests for information from the NFAs are handled with a 100% rate of response within a week. • Daily monitoring of news from the UN regarding GWI NFA countries		

No	Item	Action Item	Completion date
	• Active participation in the CoNGO, Geneva to formulate CoNGO statements to UN bodies • Participation in NGO CSW discussions <u>Website for GA and Conference:</u> In keeping with current austerity budget, the Executive Director and Marketing VP are working with a basic event website template. All of the work is going to be done by them to keep the costs down. This is a distinct change from previous GAs and Conferences. ➤ Content and Navigation The Marketing VP has been working on programme information, messages from the President and the LAC President, IFUW/GWI history, dummy pages for testing; Outstanding Women Award, all calls, song contest and is now working out navigation. There is a need for secondary navigation which is going to be done manually. ➤ Registration Setup and Receipt of Payments The Executive Director is setting up registration as well as the payment methods that members will use. Methods were to include PayPal but		

No	Item	Action Item	Completion date
	board members shared disappointing experiences with PayPal so a decision was made to explore Stripe. Methods will include bank transfers. The Executive Director explained the issues with registration with the very inexpensive website package that we have purchased but the Executive Director is sorting these issues out on her own which is a point of pride for us. ➤ Announcement of Honorary Co- Chairs Marketing VP to add this announcement to the website. ➤ Promotion of the GA and Conference and Website ▪ GWI Board letter to NFA Presidents and CIRs ▪ Calls to contacts and GWI friends ▪ Social media ▪ Website – Marketing VP is putting together a graphic of images for the website that can be used in many places. The target date to get the website online is October 1, 2018 but it may very well be delayed because of the overwhelming amount of work that needs to be done since we have decided to not use expensive technical help. ➤ Phone calls to Presidents and CIRs to encourage registration		

No	Item	Action Item	Completion date
	Board Members have been asked to call a handful of NFAs each, to encourage attendance. MemCom will also make calls as suggested by the Membership VP. ➤ Final Registration Fee CHF 495. Fee for Young Members (under 40) is to be decided. Bring – a – delegate donation option to be added also. The WTO reception is for members only and is going to be sponsored by the WTO. Other registration fees are CHF 80 for one-day conference for non-members and CHF 100 for Swiss Cultural Night Dinner Cruise for members and accompanying persons. There will be accompanying person fees for various events which will be unbundled. Decisions are to be made on many of these events. <u>UPR</u> As a result of the Executive Director's networking and consistent efforts at the UN in Geneva, UPR would like to offer training sessions to GWI members.		

No	Item	Action Item	Completion date
	We need to set these up as soon as we have the time. <u>Intern Program</u> Since August 2016, the office has had a robust internship program that has become legendary in and of itself. So far 18 interns and one person looking to change jobs have been trained in the organizational work management of an international NGO (GWI) by the Executive Director. Everyone was overwhelmed at what the Executive Director has accomplished and continues to accomplish.		
4	GA – related Governance activities <u>Nomination Committee</u> There is a delay in forming committee because of the inability to get information from relevant persons. There is a committee now but nobody from MemCom is going to serve because some of its members are standing for election again and others are not interested. Current Committee is very good with seven conscientious members who will work hard. Motion: Rae Duff moved that the board accept the seven NomCom members; Louise Mcleod seconded the motion Motion was carried.		

No	Item	Action Item	Completion date
	<u>Job Descriptions</u> The Governance VP has sent out revised job descriptions for board positions, with updated workload hours. Work is being done on the Committee job descriptions. <u>Eligibility of current leaders to stand for re-election</u> Many current leaders have said that they wanted to stand for re-election on the board or committees but they all must reapply after the Call for Nominations goes out. The good news is that most current leaders are eligible to stand for re-election. Some committee members are elected others are appointed. The discussion is which board will appoint the committee – the current board or the new board? This will be stated in voting procedures. The GWI Constitution says the members must be informed 6 months prior to conference. <u>Membership – Related Governance Question:</u> The 2016 GA vote says NFAs must go to 50 members in 5 years. There are some contradictions. This will be discussed off line.		

No	Item	Action Item	Completion date
	<u>Some of the Calls to go out over the next few weeks:</u> ➤ Call for Nominations for board positions, Committee and Assistant Treasurer ➤ Call for Young Members ➤ Call for Reports from Board members, Committee Conveners and UN Reps. ➤ Call for NFA Reports ➤ Call for Constitutional Amendments ➤ Call for Internal Resolutions ➤ Confirmation of Voting Procedures and Rights		
5	Financial Report <u>July and August 2018 Monthly Reports.</u> Monthly spending of CHF 19'330 is within the budget. Without Conference-related expenses, the monthly overhead is around CHF 17,000. Most remarkable are the savings in salary and bookkeeping: half of what was budgeted. There is less spending in all items.		

No	Item	Action Item	Completion date
	<u>FinCom Discussion:</u> FinCom has recommended that the GWI membership dues not be increased nor the dues model be changed for the next Triennium. Any increase in membership dues should be announced two years in advance by future boards. The current board is not announcing an increase in GWI membership dues – the next board will have to decide what it wants to do based on its best judgement and economic conditions around the world. <u>GA and Conference:</u> Registration income is calculated at CHF 495 pp for 300 attendees and 595 for Post- Early Bird registration. Venue cost including security has been updated and we've reduced the cost of welcome package with a much more competitive bid on the printing costs. Commemorative gifts for speakers should not be expensive. The Centenary dinner is currently planned for 150 seated people and others on taller tables, but should we need extra tables to seat everyone,		

No	Item	Action Item	Completion date
	we will need personnel to add extra tables. Further discussion about this will take place off line. The Executive Director has signed the Swiss Cultural Night contract for the dinner boat. We could perhaps have a discount on facilities rental from the university because we are involving the university so extensively – we await a decision. Bottom line is that registration needs to stay at CHF 495 We’ve asked for federal VAT number but it has not been received yet. Deposits are mostly due next year; i.e. for catering and the rest of the event.		
6	Speakers ▪ Helen Clarke and Futurist At this time there is no additional news regarding Helen Clarke’s attendance. She is interested and is working on her schedule. The choice of a futurist speaker will be discussed offline.		

No	Item	Action Item	Completion date
7	Fund raising and Endorsements for Website The Executive Director has written a few proposals to local government and we are waiting for a response.		
8	Advocacy GA and Conference -related activities – update The Education Committee has toolkit on Gender Equity to launch at GA. It has been sent to Marketing before posting on website. A slightly technical discussion about posting You Tube videos will take place offline The Advocacy VP has sent letters to the UN Women and some Permanent Missions to garner support for side event – a side event to discuss SDG17 – partnerships. The guidelines and history of the Chitra Ghosh Award has finally been sorted out. It was a very vague process until now. We have determined that Chitra Ghosh has not wired funds to GWI therefore there is no record of this award. We are sorting this out in anticipation of the GA and conference when the award will be given out again.		

No	Item	Action Item	Completion date
	<u>General Membership Update</u> The membership VP has had a long and productive conversation with the Membership VP for CFUW. The Membership VP also attended a meeting in Belgium (at her own expense) where a new NFA is being formed. There were several high- level women present at this meeting. Initial reports are encouraging – the Marketing VP and the Executive Director had created an org. chart for this meeting. Paraguay has joined as an NFA. Finland in principle is positive about coming back to GWI. The Membership VP is going to the DACH and will keep us apprised about Germany’s return to GWI. There is some confusion about Argentina’s main contact person because we receive emails from several members.		

No	Item	Action Item	Completion date
	The GWI President is going to speak in Belgium (at her own expense) on November 26, 2018. The other speaker is a Google Executive and the talk is on Artificial and Human Intelligence.		
	The meeting was adjourned at 10:28 PM CEST		