



Board Meeting

Minutes

January 21, 2019

Item	Action Item	Completion date
Meeting was called to Order at 7:03 PM CET		
Present: Geeta Desai, Katharina Strub, Rae Duff, Hazel Bowen, Eileen Focke-Bakker, Basak Ovacik, Louise McLeod, Stacy Dry Lara		
There was no Conflict of Interest recorded		
Adoption of the Agenda The following items were added to the Agenda - Marketing - Outstanding Women Project - Finance- alleviation of dues for TAUW Geeta made a motion to adopt the Agenda – Agenda was adopted.		

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	Approval of Minutes of November 14, 2019 Board Meeting Geeta made a motion to approve the Minutes. Minutes were approved.		
	GA and Conference Status Report from GWI Office <u>Registrations:</u> To date, there have been 103 registrations. Registrations for Swiss Evening = 99 (89 members; 10 accompanying guests) <u>GA and Conference -Related Challenges:</u> <i>Challenge:</i> One of the biggest challenges was producing the website and handling initial requests and changes; managing all the Calls (circulars) and revised deadlines is challenging because all revisions mean the original version must be deleted from the website in two places and reloaded along with keeping current the summary of calls on the website homepage and the Peace through Education section of the Update. <i>Challenge:</i> SDL has been reconciling Stripe credit card payments with bank transfers; Stripe does not disperse payments per registrant; the disbursements come in bulk so the office has to review and reconcile disbursement versus the registration when Credit Suisse receives the disbursement.		

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	<i>Challenge:</i> The volume of correspondence about the GA/C is intense not only from phone calls but from website's Contact Us submittals. Correspondence includes questions about the Caroline Spurgeon Centenary Fellowship. <i>Challenge:</i> The GA and Conference are not the only responsibility of GWI; we still must produce all other work that keep up the momentum we've achieved in the past couple of years. We have established a fast-pace in terms of GWI global advocacy in the past 2 years. Keeping up this momentum is a challenge with all the work it entails such as written statements to the UN, covering CEDAW and the UPR in person; other meetings at the UN, continuing to increase GWI visibility at the UN - not only in Geneva but NYC and Vienna also; Member Relations, Financial Oversight, Supervision of Interns, Policy Positions, Policy Updates, UN Days of Celebration documentation, Press Releases, GWI Update. Through dint of hard work and our continual presence within International Geneva, we are now being called upon for meetings at the Human Rights Council and our opinion is being sought – for instance, GWI was, for a third year in a row, able to persuade the HRC to use GWI's recommendation for speaker at the HRC session – a coveted speaker spot. <u>Speakers Update:</u> We have posted 8 speakers with other photos and bios to follow.		

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	On the 27th of July, ahead of the conference, UNOG Director General, Mike Moeller, has in principle agreed to give the opening welcome remarks. This is a coup for GWI as it is a sign of endorsement and acceptance of our event by UNOG. <u>Extra help at the office in view of the crushing workload:</u> Clemence has graciously agreed to increase her contract to 80% beginning March 1, if necessary; in September she plans to continue her second Master's degree and will gladly reduce her time back to 60%. <u>Question about Non-Members Attendance:</u> Centenary Celebration evening is priced at CHF 70 for non-members and accompanying members. Some VVAO members have discussed attending. Former GWI NFA members can attend all GA events as observers if they pay the full price. Space is limited at the Centenary Celebration Evening - maximum attendance is 300 people. Current members naturally get priority. There are no registrations currently from non-members.		
	Governance- Related GA Materials:		

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	<u>Call for Nominations</u>: The Call was extended recently to 21 February 2019; those board members who want to run again need to send in their completed applications as soon as possible. The Nominations Committee will interview candidates after deadline. Current members of Committees, interested in continuing must also reapply. <u>The Call for Triennial Reports from the Board, Conveners of Committees and UN Reps</u> was sent out on 14 December, 2018. These are to be sent to the Office by 18 May, 2019. <u>The Call for NFA Reports</u> went out on January 1, 2019. Deadline for to receive reports is May 18, 2019. Board reports do not require an official form but NFAs, committees and UN reps need to abide by the form sent out with the Call. <u>Internal and Constitutional Resolutions</u> Call is out with a 2 February 2019 deadline. Resolutions: Governance prepared Internal and Constitutional Resolutions which have been sent to the Board in draft form for comment before circulating to membership. Governance has suggested someone prepare a resolution on the SDGs.		

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	<i>Constitutional Resolutions:</i> Small Country Joint membership Audit & Risk Committee Restricted Funds <i>Institutional Resolutions:</i> Appointment of Auditor Next GA and Conference venue Approval of Action plan and Financial estimates (budget) <u>Auditor:</u> Circular for the Appointment of Auditor has been completed. <u>Call for Venue of Next Triennial:</u> Regarding the location for the 34th triennial, the decision is to be made by the next board; this board can call for suggestions being mindful that the host country will need time to prepare. It was noted that this board should send a Circular inviting NFAs to submit proposals with the idea that the new board will make the final decision but that this board gets the process started. There is nothing in constitution that says how the board must decide on where to hold a triennial. It was decided that the decision for the venue of the 34th triennial be left to the next board.		

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	<u>GA Agenda:</u> Governance has prepared two draft agendas and sent to the rest of the board. One is by topic and the other has allocated time durations for business sessions. Governance will sort out the distribution of these with the GWI office. <u>Voting at GA:</u> Governance and the office will also review the voting system procedures that will be used at the GA and share with delegates to the GA.		
	Finance: <u>Centenary Fellowship:</u> There was CHF 10'731 in Caroline Spurgeon Centenary Fellowship at end of December 2018. Since then, we have met our goal of raising CHF 12,000 for the Centenary Fellowship. <u>Savings:</u> For 2018, GWI has a savings of approximately CHF 42,000. The bulk of the savings comes from not having hired an extra person (the Executive Director continues to pick up the slack in order to get work done) and from having spent less for the accountant than projected. We also have an accountant who is helpful in suggesting how we can reduce our expenditures.		-

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	Rae made a motion to reduce the float by CHF 20,000. Geeta seconded this motion. The motion was unanimously carried to reduce the float by CHF 20,000. <u>Conference Budget:</u> The CHF 20,000 contingent liability from the Swiss Association still stands and is included; An additional CHF 4,000 from Zurich section will be transferred to the Conference Budget very soon. <u>VAT:</u> An explanation of VAT was provided by the treasurer. VAT is paid on the registration fee but VAT to service providers will be refunded to GWI. <u>Young Member Workshop:</u> CHF 13'639 has been received from VGIF for the Young Member Workshop. Younger Members who are 40 years of age and younger can enrol for this dedicated workshop which is free to them thanks to contributions from VGIF and GWI. The workshop is limited to 40 participants. Young members who enrol in this workshop may register at the special discounted fee of CHF 300. This registration fee covers attendance of the entire four-day event except for the Swiss Evening which is extra.		

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	VGIF funds will support travel subsidies for the Young Members who live in and will be travelling from certain designated countries and who can register at the special discounted registration fee of CHF 300 and have enrolled in the Young Members Workshop. The notification flyer for this Workshop and the travel subsidies will be sent to Presidents and CIRs and the registration page on the GA and conference website will be adjusted to reflect this information. Katharina made a motion to offer Young Members who enrol in the Young Members Workshop a discounted registration fee of CHF 300. Eileen seconded the motion. The motion was carried unanimously. <u>Finance Committee (FinCom) Recommendation:</u> Background: According to the constitution Article VII/4, FinCom recommends to the board for the approval of the General Assembly the rate of annual dues payable to GWI by the national federations and associations. Recommendations to the board by FinCom, as decided on 11 November 2018. Carried By: Carol Hare		

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	Seconded by: Patricia Sivertsen FinCom recommends to the board: 1) that GWI should not ask for an increase in dues at the General Assembly in 2019 2) that the need for a dues increase should be evaluated every year and that recommendations of dues increase should not be more than 6 years apart. 3) that the dues formula is not changed at the General Assembly in 2019 4) that the dues formula is evaluated in the next Triennium starting directly after the General Assembly. Rae made a motion to accept FinCom's recommendation, Geeta Seconded. Board Members need more time to discuss and understand the motion. This discussion and consequently a vote will take place over email. <u>VP for Audit and Risk</u> The 2016-2019 board had the choice to create a new VP position and chose to create the position of VP for Advocacy and Education to support GWI's Advocacy and Education work.		

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	Understanding the importance of audit and risk oversight, oversight was emphasized in the Governance and Finance functions of the organization. Accordingly audit and risk oversight was provided by Governance and Finance during this Triennium. Governance has now suggested that the Board create an Audit and Risk Committee that is appointed by the Board and independent of the President, to prevent that repetition of actions that took place in the 2013-2016 Triennium. The Treasurer and Governance VP should be part of subcommittee together with 1 to 3 additional members. The Board agreed that Governance will write an internal resolution to form an Audit and Risk Board Subcommittee. <u>Alleviation of Dues:</u> TAUW has asked for and the board has agreed to an alleviation of its dues in keeping with the GWI Constitution Article X (10). The board will share this information at the General Assembly in keeping with the requirement in the Constitution.		
9	Marketing		

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	Marketing provided a recap of the Outstanding Women Project. There have been many good submissions and it has been a worthwhile effort. The AAUW has been contacted and they are pleased to contribute to this salute to the history of IFUW/GWI. The office will provide any contact details it might still have for previous NFAs. Marketing has also created “GWI at CSW” badges, information postcards and a “GWI at CSW” flyer that describes GWI’s Parallel Event and lists the Parallel Events in which GWI has been asked to participate. All of these materials will be given to GWI delegates to distribute at CSW to promote GWI.		
	Fellowships FelCom is reviewing applications for the Caroline Spurgeon Centenary Fellowship.		
	Membership The VP for Membership waived her report in the interests of time and will be disseminating any information of note via email to the rest of the board members.		

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	Meeting adjourned at 11:00 PM CET		