Graduate Women International
Empowering women & girls through lifelong education

Board meeting

May 14, 2019

8:00 PM CEST

Minutes

No	Item	Responsibility for Action Item	Completion date
	Present: Basak Ovacik, Rae Duff, Eileen Focke- Bakker, Hazel Bowen, Louise McLeod, Katharina Strub, Geeta Desai, Stacy Dry Lara		
	The meeting was called to order at 8:01 PM CEST		
	Apologies - None		
	Conflict of interest – There was no conflict of interest		
	Adoption of the Agenda- Geeta made a motion to adopt the agenda. There was no further discussion. The agenda was adopted.		
	Approval of Minutes of March 26, 2019 Geeta made a motion to approve Minutes		

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	Minutes were approved contingent on correcting the spellings of the names Nazan Moroglu and Eileen Focke- Bakker	**Stacy**	
	Financial Report The April 2019 monthly report showed that all expenses were within the stipulated limits and the largest expenses were the down payments for the boat and VAT payments for the July event. We are expecting some VAT payments to be returned to us in accordance with Swiss non-profit law. It was confirmed that rooms at UNIGE have been offered to us for free and the conference budget reflects this. Discussion regarding Dues took place within the context of voting rights		
12	**Executive Director's Report** The Executive Director reported that there are currently 274 GA registrations; 19 conference only registrations and 32 Young Member Workshop registrations For the centenary evening, regarding the "Fashion through the Decades" show, the discussion will take place offline. The wine bottle opening fee has been waived by caterer. It was CHF 10 per bottle. The Anniversary Cake will be pre-cut and arranged and served beautifully rather than have a very big cake that is difficult to slice and serve.	**Basak and her Committee**	

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	Volunteer duties will be discussed with the run sheet. Memento gifts for speakers are in the budget and a final decision on the gift item will be made later. It was noted that the office is managing the event registration process, fielding an abundance of inquiries of a diverse nature regarding the event in addition to the usual inquiries, is formatting and sending out to the membership all GA- related materials, working with the LAC and supporting VPs in their responsibilities along with keeping up with all of its other responsibilities including communications, social media, advocacy, membership and marketing. The office was congratulated on the fine job that it is doing – most of it under pressure and trying circumstances.		
13	**Governance** Rae confirmed there are three types of resolutions - Constitutional, Internal and Policy. She is to prepare a summary of each. Internal resolutions are related management decisions that facilitate work and NFA relationships in the best interests of the organization. Constitutional Resolutions are related to changes in the Constitution and Policy Resolutions are from NFAs that define the issues and advocacy positions for the GA to consider for GWI. The official GA agenda is to be sent out two months before the GA. The Agenda was sent out to the membership and Rae has received no feedback. So, what we have is final. Procedural rules for running the GA need to be finalized and sent as well along with 32^{nd} triennial minutes by mid-June.	**Rae** **Rae and Stacy** **Rae and Stacy**	

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	It was mentioned that the old to new Board handover needs to be in January not August; this is for financial reporting purposes so FinCom will need to make this resolution. Rae is going to look at current regulations and report back. It was determined that a Circular should be sent to NFAs regarding the collection of Hegg Hoffet items for sale at the July event. It was suggested to Basak that the Convener and the Committee come up with the content for the Circular Basak has twice reached out to Terry Oudraad, the Convenor of the Committee but has received no response. Eileen is going to email Terry again.	**Katharina to wait to hear from Rae.** **Basak to communicate to Terry** **Eileen**	
14	**Run Sheet** An In- depth discussion of the Run Sheet for the GA, that had been prepared by Rae, took place. The Run Sheet is divided into business sections for ease of planning and discussion. During this discussion it was confirmed that the Geneva Tour Office will have a desk at UNIGE to answer questions about local tours. The Run Sheet for days 3 and 4 will be discussed in detail at our next board meeting to be scheduled during the next week. Meeting adjourned: 11:33pm CEST		