Graduate Women International (GWI)

Draft Board Meeting Minutes
4 December 2019, 7pm, CET, ZOOM

Attendees: Terry Oudraad (TO, President), Veena Bathe (VP Legal and Governance), Eileen Focke-Bakker (EFB, VP Membership, joined 7:25pm), Glenda Hecksher (VP Marketing), Louise McLeod (LM, VP Advocacy and Education), Basak Ovacik (BO, VP Fundraising), Katharina Strub (KS, Treasurer) and Stacy Dry Lara (SDL, Executive Director)

Apologies: None

Welcome
TO welcomed all and called the meeting to order at 7:03pm, CET.

Agenda adopted with corrections that the financial report is for October not November. It was also noted that the CSW64 candidates must be voted in.

Minutes from the 29 July 2019 Board meeting were accepted without comments/revisions.

Conflicts of Interest. It was confirmed that TO is president of GWI NL until April 2020 but that she will not participate in any GWI NL activities as such.

2020-2022 Strategic Plan, Face-to-Face and Monthly Board Meetings

TO will start to work on the 2020-2022 strategic plan and asked the Board for suggestions based on the previous strategic plan continuation. It was noted that the most important goal is to gain members now that GWI has survived the last triennium on the austerity budget; brainstorming session will be held at the spring 2020 face-to-face Board meeting in Geneva. SDL to distribute a Doodle to determine face-to-face meeting dates.

It was decided to hold monthly Board meetings and suggested the 3rd Thursday of each month; Doodles will be sent to schedule.

33rd Triennial General Assembly and Conference Volunteers and Presenters

It was noted that all those who volunteered for the 2019 General Assembly and conference had been acknowledged and thanked with notes, certificates and, in some cases, gifts. This includes Swiss NFA members and others. The suggestion was made the TO acknowledge this to the Swiss NFA president. SDL confirmed that additionally, some 100 certificates had been issued to the workshop, seminar and poster presenters and to some participants who requested participation certificates. EFB confirmed that all Young Member Workshop participants had also received certificates.

Discrimination issue from conference has been acknowledged and is considered closed.

GWI Communications
The GWI Update newsletter sign up campaign continues.

Financial Report
The Treasurer reviewed to current financials reporting that GWI getting close to income versus expense levels but still operating within budget targets in 2019. The 2020 NFA invoices have been

distributed and that the total income calculates much the same as 2019 but that consideration must be made that not all NFAs pay their dues. Several NFAs have gained number of members and others have reduced.

The float transferred from the UBS restricted fund by the Board to sustain GWI in December 2016 has been paid back. Additionally, the 20,000 CHF transferred from GWI current account to the 33rd Triennial General Assembly account has been transferred back to the GWI current account. The 20,000 was needed to initiate the triennial planning.

The Treasurer reported that the final triennial General Assembly and conference accounting would be complete by year end. The VAT reimbursement has not yet been received but is expected soon. Only other remaining expenses will be the final invoice for the accountant. In doing so, she has asked SDL to close the Caroline Spurgeon Centenary Fellowship account. The remaining balance of less than 200 CHF will be transferred to the general fellowship account.

The Treasurer is working on the 2020-2022 functional budget with the GWI accountant and SDL.

Board travel reimbursement was discussed with mention of the GWI Internal Resolution on such that described the reimbursement percentage and requirements; with mention that reimbursement covers transportation expenses not accommodations. The President confirmed that internal procedures dictate that if GWI does have the funds then the Board members who want to apply should be able to apply for travel reimbursement. The Treasurer reminded that the travel grants for last years CSW63 was 40% and that Board members must request the reimbursement; that it is not automatic and depends on GWI finances. There was a discussion that the Board face-to-face meeting was covered at 90% and that in 2020 the Board can apply for travel expenses up to 90% for the face-to-face and depending on remaining budget the board members will be granted the reimbursement depending on approved by the Board.

Congratulation were given to the Treasurer.

Dues Formula

The Treasurer reported that the dues formula was set now until 2022; by end of 2020 NFAs must be informed by an increase; 2 years in advance according to the constitution. The Treasurer reminded that the GWI operating budget must always be a consideration. But need to also keep in mind the GWI operating budget. thereafter the GNI and HDI figures must be update into a new calculation; the formula needs updating because some NFAs fall on a borderline for the GNI figure calculation; clearly that some NFAs should not be in low human development index calculation and others should; HDI groups better classify NFAs than GNI. The point was made that some NFAs figure less in the GNI formula because they have large populations such as India. GNI alone distorts the calculation; perhaps only use the HDI.

An Ad Hoc committee will be formed to help with dues formula calculation. EFB offered to be on the committee and Chair if necessary; regional leaders might be interested. It was noted that the Ad Hoc committee members must have a level of expertise and not serve on the committee for the sake of serving on a committee. This is an important topic to be taken seriously. SDL to send out Circular to P/CIR to see who comes forward. EFB to draft the Ad Hoc committee Terms of Reference.

There was a discussion whether to add a budget line for the 34th triennial General Assembly. The Treasurer insists that each General Assembly must be self-supported and that any positive outcome from the 33rd triennial cannot be restricted for the 2022 General Assembly.

There was a discussion about the Swiss NFA president requesting reimbursement for the Swiss NFA of payment for the Local Arrangement secretary (LAC) for the 33rd triennial. It was noted that the Swiss NFA had made an in-kind donation to GWI to cover payment of the LAC secretary salary; that the Swiss NFA has never, until now, contested the in-kind donation. The Swiss NFA has already paid the LAC secretary 18,000 CHF but there was never any commitment from GWI to repay this salary; that from the first 33rd triennial LAC meeting in January 2018, SDL had informed the LAC that GWI did not have the funds to pay the secretary; also that paying for a LAC secretary has never been GWI policy. Most Board members recalled that a LAC secretary had never been a paid position and that the position is strictly voluntary; that the hosting NFA has historically done the conference planning work themselves. Duties of the LAC secretary were confirmed as making room reservations at the university and working with the caterer. All noted the work was significant but that the position has always been unpaid. It was also noted that GWI had already paid for the underestimated Swiss Culture Dinner Cruise costs of almost 5,000 CHF. SDL confirmed these extra charges were for the relocation of the boat to and from the event. The discussion steered towards a decision not to reimburse the Swiss NFA the 18,000 CHF because the reimbursement is not a GWI financial obligation and that the request for reimbursement had only come from the Swiss NFA president once there was a realisation that the conference financials would show small surplus. There was no vote on the matter because Board members wanted time to review LAC meeting minutes indicating the GWI could not pay for the LAC secretary, however, they largely agree that an in-kind donation is not to be paid back.

TO made the motion that the Board had discussed repayment to the Swiss NFA for their payment of the LAC secretary; that no promise was made and that no obligation existed to require that GWI reimburse the 18,000 salary payment for the LAC secretary; that GWI has made their position clear from January 2018 at the first LAC meeting that GWI cannot pay for the LAC secretary not does the organization have the policy to do so.

More discussion and decision to table the vote until the Board can review LAC meeting minutes especially the first and last LAC meetings.

Member Dues

No change in NFAs in arrears payments since last Board meeting. Contact has been made but no contact received.

KS moved that the membership of the Cameroon affiliate be terminated due to non-payment for several years. EFB 2nd. Motion carried unanimously.

KS moved that the membership of the Niger affiliate be terminated due to non-payment for several years. EFB 2nd. Motion carried unanimously.

Claim

TO reviewed the claim and new details that additional information has been given to the lawyer; she acknowledged that due to austerity measures from 2016 GWI is still surviving and that the claim continues to move forward; Geeta Desai, Immediate Past President, GWI and her Board took on the research; Geeta has very busy pulling together lasts bit of research, had a call with the lawyer and will soon had over all remaining documents to him. TO, Veena and SDL to have a Zoom in the coming few weeks re the issue.

The point was made that the claim is an insurance claim against insured individuals of the 2013 to 2016 Board; that a motion about the claim should not be made now because need to discuss with 2016-2019 Board; plus new board members need to get up to speed.The point was made that the new Board cannot act as the old Board; it was said that Geeta should continue with work but mandate is now with new board. Further discussion postponed until the next Board meeting.

CFUW MOU

TO and SDL met on 3 December to review aspects of the MOU and to plan a strategy for responding to the 13 November 2019 email and attachments from CFUW. EFB questioned the membership platform and inquired what is CFUW expecting exactly; this needs to be delved into further with CFUW for clarification by the Board and SDL. The Treasurer reminded that CFUW must provide the documentation for their in-kind contributions from 2018 and 2019 by the end of the years; TO and/or the Treasurer are to inquire directly with CFUW. It was noted that one person should be point person with CFUW and that this should be the President; who will also work with CFUW on the timeline for the MOU implementation and task force.

CSW64

LM made a motion that GWI not reserve a block of rooms at the Even Hotel for the CSW64 delegates; EFB 2nd. Discussion centered around the financial responsibility that GWI cannot bear at the moment. The CSW64 candidates were then reviewed and final selection made. SDL to send out Acceptance Letters that also reconfirm the candidate's intension to attend. It was noted that there is a moral obligation to accepting to be a GWI delegate and that this needs to be in the Acceptance Letter. SDL reported that the parallel event application on Women and Corruption should be accepted or rejected by 6 December.

Meeting adjourned 11:33