**Board 2020-2022 Meeting Minutes**
**31 May 2020, 4pm, Central European Summer Time (CEST), ZOOM**

**Attendees**: Terry Oudraad (TO), President; Veena Bathe (VB), VP Legal and Governance; Eileen Focke-Bakker (EFB), VP Membership; Glenda Hecksher (GH), 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 4:02pm.

**Agenda: A**dopted with changes that the Hegg Hoffet discussion is under Fundraising and change Finance section title to Update on Finances

**Minutes:** It was noted that the 3 May 2020 Board meeting minutes were previously approved. It was noted that the 17 May Board meeting was abruptly cancelled due to Zoom technical issues. No minutes can be generated.

**Conflicts of Interest**: None

**Update on Finances**

Assuming NFA dues payment trend continues and that CFUW pays the remainder of its dues, GWI could still see a 2020 shortfall of about CHF 32K as compared to the budget because of reported 2020 dues nonpayment of certain NFAs and lack of response to GWI's emails of others. It was noted that base dues are sufficient to cover basic expenses; programmes are covered. Already on austerity budget, there is not much room to cut further the budget. However, Board expenses will be less because of the cancellation of the face-to-face Board meeting in April; in contrast consultant fees will be higher for reasons around the claim. The hours of Clemence Mathiaud could be reduced but this would further strain the office.

KS informed the Board that they must be mindful of their budgets and keep within the amount or cut expenses

Given the COVID-19 outbreak the decision was made to delay to a later Board vote whether to create an unrestricted reserve fund with the 2019 conference excess. The Credit Suisse Conference account is being closed and the money in the account is being transferred to the Credit Suisse Current account. The Board acknowledged that it was encouraged by the 2019 GA to create this fund but this was pre-COVID when GWI's and its NFA's financial situation was different. It was noted that COVID has changed everything. KS to confirm the 33$^{rd}$ GA minutes financial resolutions and revert to VB whether a motion is needed to create the unrestricted reserve fund and, if so, the wording.

KS notified that a restricted fund will be established for the Teachers for Rural Futures programme. It will be in a separate annex because of required reporting to the City of Geneve due to their funding and also because SDL has done all of fundraising such as GlobalGiving and City of Geneva and the programme is run by the office; this will not have a committee or Board liaison.

**Motion by KS; 2nd by TO**
The Finance Committee recommends to the Board of Officers that the procedure for reviewing financial reports and the annual budget be changed. The budget and the financial reports will be reviewed by the Finance Committee to make a recommendation to the Board before it decides to accept them.

Background: The Constitution and the Terms of Reference of the Finance Committee do not provide clear guidance on the role of the Finance Committee in preparing financial reports and budgets. In the past four years, financial reports and the yearly budget were first accepted by the Board of Directors before being submitted to the Finance Committee. In earlier years, the order was apparently reversed.

**Motion:** That the Board of Officers accepts the recommendation of the Finance Committee to submit the yearly budget and the financial reports to the Finance Committee before it decides to accept them.

Yes: 7
Abstain: 0
No: 0

**Membership Trends**
KS and VB have completed and circulated to the Board the GWI Membership Trends and Consolidated Membership Report 2013-2019 as requested. It was pointed out that the decrease in number of members during 2014-2016 was much greater than during the 2017-2019 triennium. It was also noted GWI grew in number of NFAs during the 2017-2019 triennium even though overall membership numbers were reduced.

The Board decided that the year wise Independent Member numbers to be included in the report. The updated Report to be circulated to all the NFAs. President's letter to accompany the membership trend report; this letter to explain key points that cannot be left to interpretation. Only the 2019 details to be added to the 2019 Annual Report.

Regarding collecting dues, Finance Committee has recommended that Regional Leaders get in contact with NFAs who have not yet paid 2020 dues as they could have additional or different contacts; GH to reach out to Bolivia and Argentina.

**Governance**

VB explained that the Guidelines for the Board Meetings gives the procedure to conduct and record the proceedings of the Board Meeting. The Action Plan Report on Agenda items is an internal document meant to show easily track the progress of action taken on the Agenda items; minutes will be recorded in the same format as now. EFB pointed out that many tasks and targets depend on NFA work too; if NFA do not to complete tasks/or meet targets then the Board member cannot either. VB explained that any action can be recalled from the action plan but there must be an explanation of why the action was not completed. Each action will be closed once completed. It was decided that SDL to the guideline the Action Plan Report will be kept online on the cloud for updating by Board. The Board and ED will utilize the form on a trial basis for a few months.

**Annual Report 2019**

LM and SDL have received TO's President's letter and LM will complete the layout in a day or two.

**Fundraising**

BO explained that she would like to establish an Ad Hoc Committee for Fundraising. SDL has prepared the draft Circular 4/2020 Call for Participation that BO circulated for Board comments. The Circular will be distributed to NFA Presidents and CIRs; specific members will be contacted personally to inquire whether they will serve on the Committee, BO has met with the Hegg Hoffet and Fellowship Committee Convenors and they have agreed to be part of the new Ad Hoc Committee on Fundraising. GH pointed out that members of this Committee need to be knowledgeable because fundraising is not so easy. TO and GH will serve on the Committee. KS noted that the Ad Hoc Committee on Fundraising but be mindful of what they are fundraising for. Also in-kind fundraising must be carefully navigated because GWI must pay taxes on in-kind received outside of Switzerland. KS is doing further research with the tax office directly. VB suggested in-kind donation must be avoided in future.

**Hegg Hoffet Committee Update**

Jazmeira, Hegg Hoffet Committee Convenor, has expressed concerns to BO regarding COVID and how to navigate the Committee during the COVID pandemic and has asked for Board ideas and support. As per BO, the Hegg Hoffet grants mechanism is for "graduate women displaced by war political upheaval or other serious emergency". BO asked the Board their opinion about applying Hegg Hoffet grants for COVID-affected women as "other serious emergency"; how to apply COVID to Hegg Hoffet applications such as women affected by violence during COVID; this will not replace or limit grants for refugees; the idea would be to add COVID-affected women to the acceptable criteria, or a time. The Hegg Hoffet Funds remains funded for such requests. BO and TO to discuss new, temporary guidelines with the Hegg Hoffet Committee ideas how to loop in COVID (guidelines) into the Hegg Hoffet grants then present a plan to the Board for further discussion.

**Strategic Plan 2020-2022**

Plan is taking shape but in general there are many draft documents in circulation; two from TO short term plan; EFB and LM long term plan, COVID plan, timeline for monitoring from VB. EFB to send all relevant documents to TO who will consolidate into one integrated document and redistribute. This will facilitate progress and accelerate finalizing the overall strategic plan for this Board. EFB offered to assist if needed. LM offered to also help with consolidating documents. Editing work process to be decided upon to better organize the revisions.

It was noted that in an upcoming Board meeting there needs to be a discussion about NFA admittance of student membership, need to develop student membership guidelines and inform NFAs and add to strategic plan.

SDL updated the Board Woman have Wings application that has been made for $5000; the award would be allocated to GWI international advocacy, specifically Young Members for work on the Generation Equality Form and Beijing+25; GWI is in the running but not yet approved. We will know in the coming few weeks. Could be wishful thinking but SDL wants to take all opportunities.

**Membership**

Update Webinar Spring Cycle: 'Connecting across Borders for Growth of Knowledge and Friendship" Webinar cycle has been a huge success; the routine is coming into shape; post-webinar surveys are distributed after each webinar and the results are very positive. EFB thanked SDL and the office for efforts.

Proposed CIR Webinar for GWI Day July 1, 2020 has been rescheduled to 11 July 2020.

GH invited everyone to attend her webinar on 11 June at 4pm CEST. SDL reviewed webinar process with GH.

**Dates of events/meetings to come**

AFFDU 18-20- September 2020, 100 years/UWE 40 years
Pune, India 22-23 January 2021, IFUWA is organising UWAsia Conference as part of its Centenary Year celebrations

**Follow up Board meetings**

Next zoom Board meeting planned for 18 June 2020.

**Any other business**

None

**Meeting adjourned: 6pm, CEST**