

Minutes of the Meeting of WILPF US Board of Directors  
Open Session  
March 21, 2017  
Held via teleconferencing  
Minutes approved as corrected, May 16, 2017

*Board members present:*

President: Mary Hanson Harrison  
Secretary: Candace Perry  
Treasurer/Chair of Finance: Jan Corderman  
Chair of the Development Committee: Marybeth Gardam  
Chair of the Nominating Committee: Laura Dewey  
Chair of the Membership Development Committee: Shilpa Pandey  
Incoming At-large Board Member: Teresa Castillo  
Chair of the Program Committee: Maureen Ngozi Eke

*Board members not present:*

US Section Member of the International Board, Melissa Torres  
At-large Board Member: Dixie Hairston

*WILPF members, non-Board present:* Ellen Schwartz, Robin Lloyd, Darien De Lu

**Please note: All agreements shown in bold face.**

The meeting began at 8:35 pm (Eastern). A quorum exists. Laura facilitated, recording began at 8:45 pm.

SECRETARY'S REPORT: **Minutes of Jan. 17, 2017 accepted by consensus, no objection.**

PRESIDENT'S REPORT: Mary ceded her time to Shilpa to discuss some of her work with farmers and farm labor.

MANAGING DIRECTOR'S REPORT: Lamia not on the call, her report came in this afternoon. There were no questions. Her last day will be March 31.

TREASURER'S REPORT: July 27 – 30, Congress will also include the in-person Board meeting. Four amendments to budget document, Jan walking us through them and will email final document.

1. Arianne becoming an employee, to include paid leave, holidays and increased responsibilities
2. Arianne not taking health insurance and will have salary increased by \$2/hour
3. Finance committee met and amended budget, changed pledge line
4. Removing "special events" for \$5000

Jan positive about budget. Sanjines money still pending, hopefully closer to resolution. Principal is \$88,000, now discussing investment income. Also discussing with International Treasurer. Also have a significant donation coming. **Jan requested approval of the budget. All present agreed.**

MEMBERSHIP REPORT: Shilpa requests help with membership dues issues. Marybeth gave some history of the difficulty in dues renewal: it was decided to make the renewal date based on recent donation dates, but this became confusing for members, who were not sure when dues were due. Propose either a standard renewal date or base on each person's renewal date. If committee is formed Laura asked that the committee address if tracking membership is responsibility of branches or national. Candace suggested using Jane Addams' birthday as the renewal date yearly. Marybeth feels resolving these issues would be a big help in establishing trusting relationship with branches and national. Jan suggests that Shilpa chair the committee and consult with International. If we have a recommendation we present it at Congress. **It was agreed to form an ad hoc committee to look at the issue of membership dues; Shilpa will chair.** Any other ideas regarding dues should be sent to Shilpa.

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FINANCE COMMITTEE: Issue of relocating office, space in Boston may no longer be available and we need to be thinking about a location. Candace suggested Detroit, but Laura reported that rent in Detroit no longer as inexpensive as it was at the time of the 2014 Congress. Marybeth would like a place with direct flights for most people. We need a work area, storage area, and meeting area, and computer and internet access.

NOMINATING: Five positions will be open. The full Nominating Committee report is attached (see Attachment A). Leadership institute proposed and will be presented to the Congress committee. Laura will send job descriptions and asks board members in current positions to respond within a week with any changes/additions. These will be posted on a website. Laura would like Nominating to focus on recruiting. Accountability is another discussion, who is responsible? Discussion about accountability, committees should meet. Laura will check the list of requirements, make sure it includes how to form committees and hold meetings.

CONGRESS: THEME: "Rise UP! WOMEN ORGANIZING FOR ACTION. Remember, Reclaim, Reimagine"

Idea is for this to be an active Congress. 4 days: Bus tour of Chicago, branches meet by regions, actions, plenary of 3-4 speakers from Chicago area, coordinator Chris Wilbeck. Pricier than usual, adding training portions. About \$500/person now for registration and hotel. Maureen recommends scholarships for students. Detroit Congress was \$300/person, but costs have risen. Branches will need to do some fundraising. In Detroit had 119 attending; if want young people to come will have to subsidize them. Teresa agrees we need to subsidize some folks. Jan noted that already using dorms, wondered how much should we make the fee for students. Asking Congress committee to consider reduced fee for students and recognition that we want WILPF to be an organization which is not just for privileged.

CSW REPORT: Melissa and Dixie not on the call. Melissa wrote that they'll have a CSW report for the next board meeting.

PROGRAM REPORT: Maureen apologized to not have a Program report, but she was at the CSW, which was impacted by the blizzard in New York. She hopes to contribute to a report on CSW.

DEVELOPMENT REPORT: Fundraising Goal of \$73,750.

As soon as the budget and the goal are approved, Marybeth will be filing a 2017 Development Plan. Marybeth is concerned because two of the Development Committee members have been tapped with the burden of planning the PROGRAM for Congress: Nancy Price and Robin Lloyd. And Dixie Hairston asked for a six month leave from the Committee. Marybeth requests names of members who could join the committee. Jan Corderman has joined the committee, as has new Membership Development Chair Shilpa Pandey.

Marybeth reported the 2<sup>nd</sup> windfall donation of \$25,000 from the Craigslist Fund. While we hoped they might repeat their donation from last year, we really didn't know for sure and it was not included in our projections for 2017. So we've exceeded expectations in our Foundations category early in this year. But our Year to date income in fundraising has been disappointing so far: \$929.50 over the first 2 months, plus the Craigslist grant.

Marybeth is looking for a new Development Committee intern, possibly closer to her so she can better supervise her or him. Other activities of the committee include the following:

- Working on getting a Spring Appeal out as soon as possible.
- Welcome letter to our new Board members reminding them of their commitment to raise or donate \$500 in each year of their term, as we agreed last year.
- Reminder version of that letter to our longer term Board Members.

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- Letter to branch contacts asking them to actively promote the Cup of Coffee Sustainer program within their membership.
- Working on both a Bequest Brochure, which we've needed for a long time, and a Memorial Giving campaign to roll out to branches before the Congress in July.
- Working with our Treasurer to come up with a simplified version of the approved budget and fundraising goal that we can begin using in our fundraising efforts and to publicize with members.

ONE WILPF CALLS – We have had 234 registrants so far for these calls, with lots of participation and sharing. Shilpa thanked Marybeth and asked people to send their suggestions to her on how to improve membership. Jan is impressed with the numbers of people involved on both the training and the ONE WILPF calls. Maureen pointed out that Lamia had originally written the grant which led to the Craigslist grant.

Correction proposed by Marybeth and accepted at May 16 Board meeting: Lamia actually applied for the PDF (Peace Development Fund) Training grant, and we were awarded 3 years of free training for our Board. We are grateful for Lamia's efforts in applying for that grant. But the Craigslist grant was made directly to PDF, and it was PDF's decision to designate a number of their 'client' organizations as recipients of part of the total grant. PDF designated WILPF US as a recipient, among a long list of other recipients. PDF designated WILPF US as a recipient, among a long list of other recipients. We have now received 2 years of funding from Craigslist, through the generosity of PDF. Each of those 2 grants was a windfall that none of us applied for.

PER DIEM DISCUSSION: Maureen has requested an email vote on the per diem expenses of \$4,563 to Lamia Sadek, outgoing Managing Director. Laura prefers that we vote in the board meeting. Jan explained that the meals & incidentals rate (M&IE rate) is intended to cover the costs of a single days' worth of meals and incidental costs (such as tips and parking) based on the average cost for these expenses. WILPF US paid Lamia per diem for Meals and incidentals, at the 2017 rate of \$74, for both the 2016 (9 nights) and 2017 (9 nights) trips to NYC, a total of \$1332. We also paid for the hotel. Therefore, the hotel was not an expense for Lamia.

Maureen proposed we pay Lamia \$4,563, figured at the lodging per diem rate minus the \$1332 paid. This proposal was blocked by Jan and Shilpa.

Laura proposed we reimburse Lamia for any out of pocket expenses over \$74/day, with receipts. Maureen blocked this proposal.

Jan made a proposal which she withdrew.

Chair of the Bylaws Committee, Darien De Lu, explained that when we have a block, we need to form a subcommittee and find a compromise that everyone can accept. Board members can agree, block, or stand aside. **We agreed to form the subcommittee with the goal of coming up w/resolution before 3/28. Maureen, Teresa and Candace agreed to serve on the subcommittee.**

PRESIDENT'S REPORT (CONT'D.): Mary called for an Executive session to discuss the complaints, including Lamia's complaint and those connected with a letter sent in November, 2016 to WILPF International calling for the president to resign. Mary discussed the format for the meeting: time for bringing the issues (4 or 5) forward and then prioritizing them for the ensuing discussion; discussion with time-limited responses and conclude with regard to any recommendations to be sent to the Steering Committee (note: the Steering Committee is responsible for the removal of board members only after seeking "what support she needs" ). The Chair of the Bylaws Committee, Darien De Lu, will provide facilitation. Nicole Scott and Mary Bricker-Jenkins will be asked to attend as guests. Candace will send out a doodle poll to determine a time in the next 5 days, asked by Laura to make this next 7 days (Thurs,,

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Fri, Sat., Sun. Mon, Tues., Wed., a 2 hour block). **We agreed to hold an Executive session to discuss the complaints.**

QUESTIONS/COMMENTS FROM NON BOARD MEMBERS: Thanks from Ellen and Darien for a productive meeting on difficult topics.

Meeting adjourned at 11:35 pm

Report of Nominating Committee Chairperson to WILPF-US Board  
March 17, 2017

Recruiting for Vacant Board Positions

Two positions remain open in 2017, since no one ran for them during the Fall 2016 elections: Program Chair and Personnel Chair. In addition, we will have the following positions open in January 2018, which we hope to fill in the Fall elections: Program Chair (Maureen's position), Secretary, and At-large (Teresa's position).

In an effort to recruit members to serve on the board, the Nominating Committee will reach out to branches via the E-News, branch listserv, ONE WILPF member calls, and by asking branches to Skype in NC members to their branch meetings. We will reach out to members to encourage them to join issue and standing committees, to serve on the board, and to consider attending the Leadership Institute at the Congress.

Leadership Institute

The NC proposes that we hold a Leadership Institute at the Congress. The purpose is to develop leadership skills and provide a supportive environment for emerging and existing leaders in the branches. The aim is to strengthen the branches' work and encourage leaders to play a role in WILPF nationally by joining issue and standing committees and serving on the board. The following describes possible workshops for the institute: (from minutes of February 23 NC meeting):

**Kinds of workshops** for the Institute:

- leadership skills: run a meeting, communicating, networking/coalition building, movement building, outreach/messaging, role of leaders in recruitment.
- overview of Int'l WILPF structures
- racial justice
- self-introductions (for 10-15 min./person)
- general skills development. General skills training is available from many sources, including online. We may prefer to focus on important WILPF-specific skills, such as described below.

Specifically, the following are rough descriptions of **some proposed/possible workshops** for the Institute:

- 1) Panel of 3-4 WILPF leaders to discuss --
  - how to balance WILPF work, personal life, and other activism),
  - how to maintain energy,
  - strategies for working effectively within WILPF, and
  - what is the most important trait for being a leader.
  
- 2) In order to understand the nature of WILPF --
  - hold workshop on the institutions of International WILPF (PeaceWomen, UN office, UN 1325),
  - have a workshop on standing and program (including issue committees),
  - invite presentations by attendees of 2015 International congress, and
  - address the relationship between WILPF US and International.
  
- 3) Provide a session that gives brief previews of the Saturday Congress workshops, so that Institute participants can make more informed choices on which to attend.

4) Skills in and discussion of movement building, organizing, networking, recruiting. (This is especially important now that people are becoming much more active. How do we attract new activists to WILPF and turn the anti-Trump anger into a movement for positive change?)

5) Racial justice within WILPF: a possible activity: show the documentary "I Am Not Your Negro" and discussion in response to it.

6) A self-introduction workshop where participants talk about themselves, their skills, how they got involved with WILPF.

Respectfully submitted,

Laura Dewey