

DRAFT MINUTES WILPF US Steering meeting

Oct. 17, 2017

Held via teleconferencing

Steering 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

Chair of the Program Committee: Maureen Ngozi Eke

Other Board members present:

At-large Board Member: Dixie Hairston

US Section Member of the International Board: Melissa Torres

The meeting began at 8:34 pm. It was agreed for it to be recorded.

SECRETARY'S REPORT:

Minutes of June 20 were approved as corrected.

Candace brought a request from Dawn Nelson who would like to report to the board on Nov. 14. She is asking for the board's continuing support of her participation at the UN High-level Political Forum on Sustainable Development every year in July (known as HLPF). The forum is the main UN platform for national reports on the 2030 Agenda for Sustainable Development. We agreed to ask Dawn to send us a written report and ask if she has a request for financial support. We also suggested she write an e-news article about her work.

The response to International letter, drafted by Marybeth Gardham, will be sent to board members and those who wish may sign on. The Secretary will email the letter to International along with Mary's rebuttal and her time line.

PRESIDENT'S REPORT: Mary is attending "Remembering Muted Voices: Conscience, Dissent, Resistance, and Civil Liberties in WW I through Today" as President. Her expenses are being paid by the sponsoring organization. Chris is working hard on the database. With Marybeth helping, she's gotten getting caught up on thank you's and the process is rolling out pretty smoothly.

TREASURER'S REPORT: No updated financials at this time. Possible office space available which would be shared with 1000 Friends in Des Moines, Iowa for \$200/month. Currently we pay \$77/month for storage which would be saved as we would no longer need a storage space. Mary and Jan will bring the issue to the full board at the November meeting.

DEVELOPMENT REPORT: Marybeth and Chris are working on improving website options. Mary and Marybeth are working on the annual appeal. Marybeth has also been working with Chris to update the THANK YOU process for letters and have come up with some good new processes that ensure that donors at every level receive timely thank you notes for their donations and that donors of \$100 and above also receive more personal notes of thanks. This is a simple improvement but an important one, since previous processes did not do an adequate or timely job of thanking people.

NOMINATING REPORT: Laura reported that ballots are going out soon. Five positions are open, but only three people are running, for three separate positions (Secretary and 2 Program Chair). Nominating is considering going to on-line elections in the future as counting paper ballots is overwhelming. St. Louis branch will be counting ballots, an all day project. Laura noted that this work is difficult in the absence of full staff support.

UN PRACTICUM/LOCAL2GLOBAL: Some concerns about the program and budget were discussed. Dixie answered these questions. 2017 proposed budget was submitted and approved this time last year. For past 4 years this budget has had a deficit, staff paid out of Robertson grant of \$10,000, additional expenses paid by WILPF US. 7 practicum students = \$9800 + grant, \$10,000, came in under budget on hotel and food, budgeted \$30,000, spent \$24,000. Some information gap with Jan coming on as treasurer and Lamia leaving. 2018 budget request ready to go. Calendar late because budget process late. Melissa spoke to reporting, Practicum/Local2Global doesn't report to Program. They've done surveys, report to an oversight committee and were an autonomous program, more of a staff-run rather than member-run program. Laura proposed that the program be suspended for the coming year. Candace questioned if the Steering can make such a decision since Steering makes administrative decisions but cannot make policy decisions. Dixie requested to go on the record to note that reports have been submitted to the board for each year. Also evaluations have been conducted and could be shared with the board, as well as the curriculum. Mary noted that the expectations of the board need to be sent to Melissa and Dixie. Melissa noted that they can answer the questions posed by the ad hoc committee, and Dixie will put together an email noting the questions from the Steering members. Laura proposed that

1. Ad hoc committee helps set the vision and
2. An oversight committee will report to the board and will include a Program committee person. This proposal should go to the board meeting in Nov.

Melissa and Dixie have requested that one or both of them sit on the ad hoc committee. Melissa would like immediate and long term expectations of the faculty coordinators to be in writing. Marybeth will summarize suggestions and send via email for a vote. (See Addendum which follows.)

The meeting adjourned at 11:31 pm.

Respectfully submitted,

Candace Perry, Secretary

Addendum proposed via email and approved by Steering:

DECISION: We will go forward with the UN Practicum for Advocacy for March 2018.

PROPOSAL:

An oversight committee **ASSISTING & OBSERVING THE 2017-18 UN PROGRAMS OF WILPF US** (membership to be determined, but to include someone from Program Committee, preferably the new Chair once she is elected) will work collaboratively and closely with Melissa and Dixie this year, between October and March to observe how the program is promoted, staffed, conducted (curriculum) and evaluated (by faculty and participants). That oversight committee will report to the Board monthly on how things are going and will also provide as much support as possible for Dixie and Melissa as they work to promote, plan, staff and organize this year's (March 2018) Practicum. There has to be more time spent on defining who will be part of this committee and exactly what their role and responsibilities will include.

PROPOSAL:

An ad hoc committee **ENVISIONING A NEW FUTURE FOR THE UN PROGRAMS OF WILPF US** will be assembled, by invitation of the President, to help develop a vision for the UN Programs going forward, including quality and quantity expectations for

- the staff and organizers
- the academic and experiential curriculum
- the optimum size and makeup of the cohorts (Practicum and L2G)
- the best way to include cultural diversity among faculty and participants/students
- optimum funding of each
- the funding/budget
- the promotion and student outreach to the university communities
- the promotion and communication about the UN Programs throughout WILPF US
- the promotion about the UN Programs through media
- the evaluation process
- the links for connecting participants to WILPF US branches and issue committees, including processes and failsafes for building that kind of relationship.
- the follow up after the fact

PROPOSAL:

That in the future the UN Programs should be within the purview of the Program Chairs, and it will be their responsibility to report on the program and work with the Program Faculty and Staff to clarify expectations, enumerate responsibilities and report on the details of the program's planning and preparation, content, funding needs and followup outcome reports.

NOTE:

Dixie asked to be part of this Ad Hoc Committee. I think it is only respectful for us to honor her request in view of the amount of investment in the program she and Melissa have made. I did not hear Melissa say she wanted to be part of this committee as well. Maybe I missed that.

PROPOSAL:

That one or both of the current organizers/faculty be on the Ad Hoc Committee **Envisioning A New Future For The UN Programs**. And that an exemplary academic peer review element be included in the make up of this committee, along with some of our members who are experienced with the UN Programs and others as the Program Chairs and the President choose, and as other Board Members suggest.

NOTE:

The Steering Committee of the Board of WILPF US acknowledges the cooperation and willingness of the UN Program staff and faculty to work collaboratively to continuously improve the programs. We also acknowledge the long term commitment of time and dedication they have invested in keeping these programs moving forward. Our aim is to work collaboratively to continue to improve and better promote the programs throughout WILPF and in the broader academic community. To that end the input of the current faculty is extremely valuable and the clarifications of expectations on all sides is critical.