

MINUTES WILPF US Steering meeting
April 7, 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

Please note: All agreements shown in bold face.

All members of the Steering committee were present. Teresa Castillo, At Large Board member, also attended. The meeting began at 8:35 pm.

Following is the agenda for the meeting:

1. Results and follow up from March 29 Executive session
 - Pending per diem payments to Managing Director (report from subcommittee and next steps)
 - Letter of complaints, including removal of President
 - Response to International WILPF
2. Staffing needs
3. National office location
4. JAPA and Sanjines Bequest monies need releasing

Before beginning with the proposed agenda, Marybeth presented her proposal, **CREATING A SAFE PLACE IN THE WILPF BOARD**. Maureen would like it to go to the board, and Marybeth will send it to the entire board for comment. We also decided to form an ad hoc committee around the proposal and invite any board member and non-board members to participate. Laura will coordinate first meeting.

Recording of the meeting began at 8:51 pm

PER DIEM PAYMENTS TO MANAGING DIRECTOR

The Subcommittee for compromise resolution on pending per diem payments for Lamia El Sadek, outgoing Managing Director, sent an email proposal, as requested, to the board for approval. Subcommittee members are Maureen Ngozi Eke, Teresa Castillo, and Candace Perry.

Following is the proposal sent on April 3, 2017:

The subcommittee met on April 1, 2017, following the March 29 Board Executive session at which the majority of the board members stood aside in an attempt to reach consensus on the compromise proposal from this committee. The subcommittee is now in full agreement with the proposed compromise and hopes we can have a speedy resolution of this matter. Additionally, when we made our original proposal, we did not factor in that Lamia was paid \$1332 for 18 days of "meals and incidentals" per diem at \$74/day. The board was notified of this payment by Treasurer Jan Corderman on March 21, 2017, but this amount was not shown in the materials from the task force. The subcommittee agrees that the compromise payment of \$2826 would be less the \$1332, for a concluding payment of \$1494. The compromise proposal is as follows:

1. For 2016, WILPF US pays Lamia at the "lodging per diem" rate as billed, \$2160 for 8 nights, for March 12 – 19, 2016.

2. For 2017, WILPF US pays Lamia at the “meals and incidentals” per diem of \$74 for 9 nights, March 11 – 19, 2017, for a total of \$666.
3. The total for 2016 and 2017 would be \$2826 (\$2160 + \$666) instead of the billed amount of \$4563. An additional \$1332 has already been paid, so the concluding payment to Lamia for the 2016 and 2017 CSW is \$1494.
4. WILPF US will not revisit any previous payments to Lamia or ask for receipts or any payback of any previously paid amounts.
5. In the future, per diem amounts should be clearly defined.

An agreement was reached via email and the per diem compromise was paid via bill pay on April 6, 2017. The proposal calls for the concluding payment of \$1494 to be paid to Lamia by Thursday, April 6 if agreement is reached. There are no blocks and several members who stood aside during the March 29 Executive session now agree to the proposal. The responses to this compromise proposal re Lamia's per diem expenses for the 2016 and 2017 CSW are as follows:

Agree: Dixie, Teresa, Maureen, Candace
Agree with reservations: Mary, Marybeth
Stand aside: Laura, Shilpa, Jan
Not responding: Melissa

Jan has sent all payments, but she's not sure if they have been received. Maureen asked Jan to check because Lamia had not received her vacation pay of \$4355.74.

LETTER OF COMPLAINT, INCLUDING REMOVAL OF PRESIDENT

A letter to the International Board on November 16, 2016 (see attachment A) included many serious charges about the functioning, attitudes and failures of WILPF US. The letter proposed the removal of the President. WILPF US by-laws require that the Steering committee offer support to an officer before moving to removal. Candace made the following proposal:

The Steering Committee of WILPF US is aware of the November, 2016 complaint sent to WILPF International and while we are concerned about the charges and are committed to making WILPF US a safe space for all, we do not wish to remove our president.

Jan, yes
Mary, yes
Shilpa, yes
Laura, yes
Candace, yes
Marybeth, yes
Maureen, stand aside

The proposal was adopted by consensus.

Maureen noted that she is not a signator to the letter, but is very concerned with the charges and concerns expressed and understands the complaints. The letter serves as a formal complaint to WILPF US and must be attended. **It was agreed that an Executive session of the full board will be scheduled as soon as possible to discuss the letter in detail and to determine our response to International.** Everyone agreed to read the letter in advance and have questions ready.

STAFFING NEEDS

1. Jan Corderman proposes the hiring of an Interim Staff member, effective May 15 – December 31, 2017. She is proposing we hire Chris Wilbeck with the title, Interim Administrator. Chris is currently serving in a consultant position as Congress Coordinator, and this position would interface well. The Interim Administrator position would also be as a consultant at 60 hours/month at \$50/hour = \$22,500 for the seven ½ months through the end of 2017. (Jan noted that we budgeted \$27,400 for Ariane plus payroll taxes, giving us some flexibility if we need more hours from time to time). Jan will also help, as will Candace.

Maureen, was concerned that the position was not publicized. Jan noted that Chris is someone Jan and Mary know from the Congress committee, she's in Des Moines which is an advantage, and her organizational skills are known. This is a temporary position with limited hours. We currently have a Personnel committee, but no Chair of the Committee. Following are the responses to the proposal:

Jan, yes
Mary, yes
Shilpa, yes
Laura, yes
Candace, yes
Marybeth, yes
Maureen, stand aside

The proposal to bring on Chris Wilbeck to serve as Interim Administrator, hours and compensation outlined above, was agreed by consensus.

2. We need a volunteer to keep updates current on Donor Perfect until Interim Staff Member comes on Board. Marybeth will do on a short term basis.

3. Emails have been transferred to Marybeth. She'll check with Glenn to make sure everything is transferred to her.

4. Dixie has volunteered to handle Twitter for the short term.

OFFICE LOCATION

The Boston office needs to be closed due to the lease expiring in the near future. Jan, Candace, and Boston branch members will help sort, pack, and arrange for storage of office contents. **It was agreed that Jan and Candace would be reimbursed for ground travel and travel to and from the city to accomplish the task.**

Marybeth reported that grant requests from the past are not available.

It was decided to form an ad hoc committee to consider new office space, location, and a way to survey members. On the committee are Mary, Shilpa, and a non-board member. If anyone has names of members to be on the committee, send to Mary. The committee will be charged with considering the following:

1. Brick/mortar vs virtual office
2. If brick/mortar, what are our needs
3. Costs
4. Locations
5. Member concerns

JAPA AND SANJINES BEQUEST monies needs releasing

The Sanjines Bequest monies need releasing from JAPA. Mary reported that the process slowed down re monies and still in negotiation. This concern should go to the full board.

The meeting adjourned at 11:06 pm.

Respectfully submitted,

Candace Perry, Secretary