

WILPF Board Meeting October 6, 2018

The meeting was held in person at the national WILPF office building in Des Moines, IA, after a leadership training.

Attendees:

- President: Mary Hanson Harrison
- Secretary: Eileen Kurkoski
- Treasurer/Chair of Finance: Jan Corderman (came later -9:50AM)
- Chair of the Development Committee: Marybeth Gardam,
- Chair of the Nominating Committee: Laura Dewey
- Chair of the Membership Development Committee: Shilpa Pandey
- Chair of Program Committee: Barbara Nielsen

Guest: Nancy Price

Facilitator: Laura Time: 9:03 - 12 noon (lunch)

Timer: Jan Vibes: Shilpa

(Items in red are things to be done.)

Agenda:

1. **President's welcome:** Mary

Many sheets of info on the wall: see Strengths, Weaknesses, Opportunities

2. **Membership Committee Chair:** Shilpa

Please see report sent last month; it was recapped during Chris W presentation two days ago in her presentation here in IA. This year, we finished 3 mailings and the welcome packet to newcomers. We plan to introduce how the board and committees works in a 45 - 60 minutes special invite calls three times per year. The first call will be open to all who joined in 2017-2018. If someone joins in between group calls they may be given the info individually.

We may plan an event, like the Gertrude Bear program: We are thinking of having 2 topics, one for young members and the other for all members. We can customize it to our needs to welcome new members. This will be a webinar with the first in Jan 2019

3. **Discussion on Priorities:** In the training the previous day three priorities were selected: Volunteer Development, Fund raising, and Strategic Planning.

Approach: We will spend 10 minutes on each priority for fast brainstorming by going over the posit-its each of us wrote and put on the wall. Then for 45 minutes each, we will continue covering each issue in more depth. We hoped to get a draft of a plan and set up committees to start working on them.

BRAIN STORMING SESSION..

I VOLUNTEER DEVELOPMENT - Def: It includes the development of membership on a branch level, new members, those in leadership, and at large members. Note: A short term project can be developed by the board for others to carry out.

Brain storm with Post-it items on the wall.... listed below:

- Create a path to leadership
- Find a volunteered coordinator to build skills bank
- Coordinate an internship program for WILPF US
- Create an appreciation matrix, using a volunteer coordinating committee
- Develop specific projects
- Ask people to volunteer for us
- Institute a better 1:1 new board member orientation
- Develop a board training handbook training which reviews the responsibilities as to how to make motions, decision process, job descriptions
- Find out what volunteers are really interested in
- Develop a list and time line of things for training newer members.
- Recruitment
- Leadership training for members: have mini trainings via Maestro and using other groups trainings

Summary:

- Want to develop members in branches, new members, and at large members
- Membership survey: Find out what skills members have and try to ask them to help. This will need a coordinator.
- Leadership training for branch members and the board could be from other groups. Ex Peace Development Fund (Pdf) which did our training yesterday

II FUND-RAISING

Brain storm with Post-it items on the wall.... listed below:

- Create an online giving committee that will plan, schedule and coordinate
- Recruit a development assistant or increase Chris's hours
- Form a Grant seeking task Force. Include a grant writing liaison with the Program Issues Committees
- Create relationships building with Foundations
- Use Program goals to pursue grants
- Revisit Board giving Policy-Eliminate "In Kind Gifts" as part of the Board giving Recruitments
- Add "ASK" to host, meet and greets locally
- Create a deeper investment in supporting WILPF by members: 'My dues are not enough to invest in Peace.'
- Form a major donor committee. Plan and execute monthly 'Touches' for this group.
- Form annual giving committee to produce, execute mailed and on-line appeals.
- Form a planned Giving Committee
- Ask each branch to do one fund raising event per year for national.

- Highlight that the branches and the issue committees are the real strength of WILPF.
 - Branch & National -Public Donors
 - Be consistent. Follow the schedule.
 - Complete the plan Marybeth and Mary Dooley started.
- Helpful note: The Case Statement "Why Funding WILPF" helps us approach potential donors.

III STRATEGIC PLANNING

Brain storm with Post-it items on the wall.... listed below:

- Social Media - Recruitment
- Define short term, mid term, long term plans for WILPF US and for Issues Committee
- Develop a Strategic Planning Committee
- Invite members to suggest New Priorities each year within Program priorities
- Write Job descriptions for all board positions and Committee assignments
- Formalize and train on collaborations and partnering agreements to keep WILPF visible
- Invest in Training for recruitment and outreach for branches, branch capacity building. Require two outreach efforts annually.
- Create a mini-grant coordinator position to: 1.promote grants 2.help branches match local goals and projects 3.coordinate synergistic projects across branches 4.help write applications 5.require & assist with reports
- Hold planning sessions for Program chairs to set a course of proposed options for issue committees for 3 years out listing priorities, goals and objectives.
- Liaise with issue committee chairs on a 3 year plan development regarding its 1.needs 2.resources 3.deliverables 4.web page updates 5.regular meetings with agenda of priorities 6.tasks
- Who/what will take responsibility for realizing strategic plan or plans? We need an annual review

All Noted: We need to take responsibility/ACCOUNTABILITY

- Join with other women's groups Ex. Start a committee soon for the Bay meeting Pdf has offered us in March 2019
- Lift up program initiatives with branch support
- Consider current staff responsibilities. Expand where needed. Consider each staff member for other talents and expand their job description. Wendy (editor), Caitlin (graphics) she could do Middle East. Glen and Chris. Mike Ippolito and Mary Dooley are temporary.
- Program Issues committees . List things in a hand out that can be done for particular issues for branches to consider. Add the call schedule.
- Policy and procedures handbook for standing committees
- Grow membership- Hold listening parties on WILPF issues. Have pizza and postcard writing parties on specific issues.
- Collaboration-decide which groups to collaborate with on a national level, based on our priority issues.

-Promote WILPF on social media, radio & TV interviews, letters to editor, WILPF banners at demos, press conferences

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-Issues committees- if not functioning, discontinue. Only have as many committees as we have capacity. Every branch sends a rep to the committees and reports back.

Notes: Ask members/branches what they need

Link International with National & Branch work

Job descriptions are needed for Committee chairs

Improve follow up with CSW, Practicum and Local to Global

Jan came into meeting.

More notes:

Better advertising of what branches did, include board members. issue committees.

Lift up leaders.

Staff: consider each for other talents and expand their job description. Wendy McDowell (editor),.

Going into a deeper discussion of Priorities.....

The overall framework/plan: Form a strategy in which committees can use these suggestions? Then the committee will go into more detail in their respective committees.

DEEPEER DISCUSSION

I Volunteer Development

Comments & Discussion:

Shilpa wants more transparency about the Practicum and CSW programs and what we are getting from the training at the UN. Jan agreed we have a list of responsibilities of the practicum. Some branches were not aware of the responsibilities.

Mb put together a report to the Robertsons. This is passive. We need more follow up. We need more people to follow up to branches.

The follow up to branches may be part of the job description of the Practicum, CSW chairs.

We may need an overall coordinator who reminds people of these tasks.

Mb; right now no one is in charge of interns. They would be a part of the path for leadership. Those in the Practicum may just want to have a portfolio with a task they did.

Another topic.....

Many of our members are involved with other organizations and their allegiance is weak for WILPF.. Why? We don't give a new member something to do.

-We can provide a stipend or grant if they have a good idea they want to facilitate.

-All reports should include what people are doing.

-Give a less active branch member an opportunity to do an event of their interest with a possible mini grant for support.

Barb: We need good job descriptions.

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Nancy: Earth Democracy started well in 2013 but was weak this past year. But we got 3 small mini grants. One was from outside WILPF. Putting it into the strategic plan make us more accountable.

Mary: We can bring our seeds forums at UN and Ghana to Earth Democracy. Incorporate the Bayer merger.

Laura: We **expect** Issue committees to 1. focus on few issues, 2. have a measurable strategic plan, short and long term, 3. communicate with branches regular meeting times. Ask branches to send a rep for the issue if they are working on it. 4. Report to the Program Committee and put it in E-news.

Look for cross fertilization. If a committee can't do this they are not effective enough. It is necessary to ask small ineffective committees to find more members and when they can fill the expectations revisit us and we will include them as a national committee.

Is this reasonable?

Shilpa: this is an engaging board and we must appreciate ourselves as volunteers. Campaigns??

II Fund raising:

Mb: Program committee needs to outline a working plan on particular issues; one that we can describe what is being done to prospective donors. Donors want to know. Literature helps a lot.

Barb. Missing the point that branches work on other individual issues..like GMOs...they have local calls.

Nancy: Earth Democracy needs to sort out times people can be on calls.

We want input from bottom up.

Jan talked with chairs of Middle East....introducing McCullough bill and having follow up.

Barb: Issue comm. comes up with plans. (Eileen missed some of this.) They should send a person to national.

Shilpa: if committees are now going well; we may need to curb them or suggest they partner with another group.

Mb: our method of getting info from branches is passive...We have calls no-one is attending. Why not call them directly. (Use a volunteer or we reach out and ask what they are doing and their plan for the next 6 months.)

Jan: We could have involved more people by calling more branches on the McCullough bill.

Mb: Middle East set up call and did not send out notice. Deb did a calendar...and no-one put events on them. She expected others to post. But we really needed to contact each branch/committee to find out their next meeting time. Marybeth posted the Screwnomics book discussions a few times.

Mary: If we have a job description for issues committee and sub committee we can and must address it for accountability. Fundraising depends on issue committee working well.

Jan: Gave kudos to the mini grant chair.. Barbara West.

Nancy: Earth Democracy. If we had a 6 mo to 3 yr plan we could recognize bills that may fit in. It includes what materials we may need for the period.

Jan Consider the CSW and PPC campaign. One WILPF

III Strategic Planning

Mb: Emphasized: We must review the structure of our issues committees. Development needs to show donors what we are doing with education, lobbying, action, program, resources (and how we are using them), outreach (who is getting this info) Need details including numbers of WILPF members involved.

Nancy: In Earth Democracy - We can approach it from what people want to know to give a mini grant first then a larger one to a WILPF project. We can do this with any issue.

Jan: likes the list Mb presented needed for reports

Laura thinks this is about accountability. We have to be clear about our expectations.

Jan reminded us Mary Dooley, consultant, suggested thesis because it is what we need.

Shilpa mentioned Intl has a template that could be used.

Barb: We have people in each issues committee who have no idea of what is needed.

We need to rethink and re-inform them.

Shilpa, asks we reduce the number of phone calls and complete a template.

Laura..it's important for chair to get reports form each issue committee chairs.

Leadership: we need to pair down how many committees each board member is on so they can focus.

What do we need to get a Strategic Plan?

Shilpa will send a template that we can refine to suit the board, particularly Barbara, as program chair.

Website could list ACTIONS associated to each issue for energetic members to get involved with.

Nancy: Intl - Congress -Region Use info we got from national congress.

Eileen is to send notes out and remind members to come up with their plans using the info they learned here...the next steps.

Mb If we do this (Strategic plan) it gives members confidence in us as a board.

Laura: we need an exec director who can help us accomplish a 3 yr plan we are setting up

Mb We need someone to pay attention to the plan and put it in a framework we can understand. Like what Chris did. We really need a Program coordinator.

Barb: Don't want that person to think THEY set the program. Mb is suggesting a part time -short term coordinator who can see the BIG PICTURE and can make it more cohesive.

Shilpa: She suggested someone like Chris who is good at overseeing.

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Laura asked who will be supervising coordinators like Chris Whilbeck, our secretary?
Ex. Who decided to re-hire Dixie to do Practicum/CSW.

Jan for 2019 we have people who can help us with long range thinking...meaning Chris, Glen and Mary Dooley. On finance committee there was a discussion of increasing Chris' hours.

Barb does not think Glen will be as good with program. Chris would be helpful.

Barb: we have not renewed the By-Laws committee so it is at loose ends. She and Darien are on this. As for Dixie and Melissa, they talked of meeting and planning for the next year and we did not object.

Laura: said the president, as an administrator, has the job of looking at the overall job and what needs to be done and when. Mary admits she has had too much to do already.

Jan said we are talking about \$9000 for an administrator. Jan did not question Melissa and Dixie about their budget for 2019....

Mary said a donor said they will contribute \$30K to continue the UN work WILPF is doing with Practicum and CSW. Mary would not have been president if she had to take care of so much administration AND spreading WILPF and fund raising.

10 minutes left in this session.

Anyone interested in Strategic Planning call Laura to help establish a committee.

Laura: We don't see issues committee format changing at this point. Must document interactions with the Chairs who need to go over with us the policies that show the expectations.

For EILEEN: Shilpa wants on agenda next time for everyone to send reports on time. Chairs are to answer questions re their report on the call, not report what is on the report.

Extra input:

Dixie, who could not attend the training, asked Jan to submit her answers to questions that aligned with the training. All board members were asked to answer these questions.

A. What specifically helps to make you a more engaged board member?

I feel like an engaged Board member when I feel like I can make a positive contribution to the work of WILPF. I am most passionate about bringing a wide range of individuals into the work of WILPF and when I feel I can do that in an effective way.

B. Please list the three to five issues on which you believe the board should focus its attention in the next year. Be as specific as possible in identifying these points.

1. Cultural competency, equity in all WILPF practices as well as diversity and inclusion training members for potential leadership positions.
2. Bringing in new members from a wide range of backgrounds and experiences and training new members for potential leadership positions.
3. Linking the work of WILPF INTL, WILPF US and local branches in a meaningful and cohesive way.

4. *Continuing the fundraising/development and membership development work that is already in place.*

C. In ten years, what do you believe is the single most important impact that this organization should have on the community it serves?

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In ten years, WILPF US should be known as a organization that does work on a range of issues and as an organization that holds equity, diversity and inclusion as our primary values.

Next Board Meeting: November 20, 2018 8:30 ET