

WILPF Board Meeting, November 24, 2020

Participants:

- President: Darien De Lu
- Secretary: Eileen Kurkoski
- Treasurer/Finance Committee Chair: Jan Corderman
- Program Committee Chair: Joan Goddard
- Membership Development Committee Chair: Shilpa Pandey
- At-large Board Member & Chair of Earth Democracy Issue Committee: Nancy Price
- Acting Development Committee Chair & Chair of Women, Money & Democracy Issue Committee: Marybeth Gardam
- Americas Region Representative Alternate: Janet Slagter
- US Liaison to the Americas Region Representative: Jane "Cricket" Doyle

Guests:

Ellen Thomas: Disarm Committee Co-chair
Dianne Blais: Jane Addams At-Large Branch Chair
George Friday: Disarm Committee
Theresa El-Amin: Disarm Committee

Decisions made are underlined and in bold font.

Agenda:

1. Report-back on thank you phone calling, an initiative for board members to reach out to WILPF donors. Shilpa, Marybeth, Ellen, Cricket and Eileen reported getting no answers after a few attempts; their messages went to recordings.

2. Report on AEEO Collaboration: Marybeth Gardam

In Jan. 2020 the Board voted to enter into a collaboration with a new organization started by Rickey Gard Diamond, *An Economy of Our Own (AEEO)*, which shares many of WILPF goals for a just economy, particularly for all women, using successful solutions women are developing; it reaches out to a younger women. A carefully drafted collaboration policy was developed in 2019 for WILPF collaborations and was used to set up this one.

The AEEO board planned three conferences for 2020, but these were cancelled because of COVID. However, in the process AEEO recruited many women leaders, and WILPF is getting known. According to the collaboration protocol, the liaison person, Marybeth, is expected to keep in touch with the Board; she also contacted Jan, Treasurer, to request the yearly collaboration costs. A mini-grant intended to develop membership through AEEO led Marybeth to contact Shilpa, the Membership Development chair.

This year AEEO set up two webinars and hired an online fund raising consultant. WILPF paid part of the consultant cost, and the work benefited WILPF and AAEO. WILPF gained some members.

The question to be decided is: Shall we extend our collaboration for 2021, at the same cost as this year, \$1,900? Discussion started today but the Board decision will be made when the budget is submitted in January.

-Eileen wondered if the \$1,900 will be worth it for another COVID year. Answer: For 2021 AEEO is planning more webinars, one every other month. One webinar will cover WILPF's issue committee,

Women, Money, and Democracy, and each webinar will feature a promotion film that includes WILPF information.

-Jan further explained the Gard Diamond's book, "*Screwnomics*", has been used for study and discussions by branches. The Finance Committee approved the AEEO collaboration fee of \$1,900 for 2021.

3. Evaluation of the Strategic Planning Meeting provided by Peace Development Fund (PDF) and Next Steps: Nancy Price

Description: Nancy referred to PDF's slide notes from the meeting: The staff of our fiscal sponsor, PDF, introduced themselves, and we had a good introduction to WILPF's strategic planning. We did a SWOT analysis, and then looked at obtaining information from stake holders, internally (board members, chairs of issue committees, branches, etc) and externally (other organizations, funders, PDF). We received sample documents to consider possible questions we'd want stakeholders to answer and how to approach them (surveys, interviews).

The next steps are pulling together the gathered information from the SWOT analysis and stakeholders and making an assessment of future plans for a movement. This would include looking at the issue committees' plans and projects to see what tactics to use to fulfill sustainable and strategic goals.

Comments from attendees

-Nancy: Nice to meet Emily and Delia, staff, but we spent a lot of time with introductions and SWOT so we didn't discuss the next steps we would like to see happen.

-Joan also was disappointed we didn't get to plan. One of the reasons for rushing the end was people did not get on the call on time.

-Jan liked that we listed opportunities we are already planning to do. We also talked about collaborating with other organizations, and she sees this is an important next step for us. Overall it met her expectation as a first step.

-Eileen had offered PDF information on what we covered in our 2018 PDF strategic planning meetings and one initiative for 2021 for growing branches to let them know we have been actively working to implement the strategic needs we identified with PDF's help in 2018. She was disappointed they didn't get the 2018 info she sent because it wasted some time. It included other ways we have implemented 2018 identified plans to meet WILPF needs. Overall she thinks we are already on track.

We knew much of the info covered in this meeting from our 2018 strategy meeting and we have been acting on it. Ex To build capacity: Membership will soon be rolling out materials and trainings; we are offering branches help to grow with the assistance of a facilitator all next year. Darien has a plan to attract more members under sixty years old. Ex. To strengthen our mission: Our issue committees are much better off because of the 2019 Holistic committee's plans and Joan working with the committees this year, so they understand what is needed (1,2, 3 year goals, working together) and keep on track.

PDF offered us an outline to evaluate and work with other progressive organizations. Eileen thinks that PDF could help us but suggested we can wait before we pay for further help.

-Marybeth thought the meeting was a good start but was disappointed PDF did not have the info regarding our progress since 2018. She found much of what we covered repetitive. She agreed with Eileen that we were progressing effectively, if not rapidly. The Issue Committees understand and have set up plans that include working better together and spreading the message to branches.

Also, Marybeth was very pleased to hear PDF's strong commitment to working with WILPF.

-Darien is pondering how our Congress will influence our future strategic planning. Considering how much we have done with many board seats empty, she thinks we are doing well. Until something shifts it would be difficult to do more strategic planning, which may be better to hold off until late 2021.

To answer Joan's question: PDF provided WILPF free assistance under their three-year development plan. It now has gone on for 5 years! We will have to pay for further PDF help.

-Shilpa was unable to attend this PDF strategic planning session.

-Cricket agreed with much that was already said, including we did not accomplish what we hoped. She thinks training has to be done over and over again because people leave. She asked for a summary for clarification.

Summary: The 2018 training set some issues that needed close attention. WILPF has done much work over the last two years to address those issues, and we are on track.

-Nancy suggested we consider what PDF recommended. We could discuss the usefulness of internal and external stakeholder feedback. She also suggested we apply a movement analysis — particularly of WILPF and women in the peace and freedom movement — and build strategies around it.

She thinks this movement analysis is very important because, based on his appointments, Biden will not have a strong peace agenda. Performing a movement arc analysis with branches, issue committees and the board would be very helpful in setting up a precise plan to deal with Biden's *non-peace* agenda. In summary she thinks we need to strategize soon, because we have important challenges before us.

4. Cultivating future WILPF US leadership: Darien

Because WILPF US has a serious lack of national leadership, Darien proposes a forward-looking and energetic campaign to collect names of young (age 60 and under!) and diverse women who are WILPF members **or** who have an interest in WILPF issues.

She asks all Steering members to share these contacts and share the task of having open-ended conversations with potential leaders: exploring ways they might want to get involved with our standing and ad hoc committees now. If they're interested, we further engage and invite them.

Discussion

-Nancy commented that when the new website is up, with a terrific public face, and issue committees have a vibrant agenda, we will be attracting new members, hopefully of all ages. Darien wants to jump start the process because of the number of empty seats in leadership.

-Joan was looking for more clarification. Darien explained that she wants younger and diverse women, members or not, to get involved on committees at the national level — not the board initially.

-Eileen commented that she feels more comfortable attracting members by actions rather than by reaching out but is willing to do so. She also mentioned that to qualify for the board, by WILPF rules, women have to be members for two years.

-Darien added this proposal is part of our 1, 2, and 3 year plan. If we attract interested young women now, they will be ready for board positions in two years.

5. Acknowledgement of board and “extended” Steering members soon to depart: Darien

Eileen Kurkoski has been doing vital work far beyond her secretarial responsibilities.

Joan Goddard has worked very hard to make the Program committee more productive. We were very grateful for her stepping up this year to start incorporating Program 2.0

Marybeth Gardam started in 2014 with the Development committee and then was elected Chair in 2017. She has done an amazing amount of work that includes creating a timeline and a bequest brochure, and breaking into online fundraising.

To acknowledge the outstanding work these three members have done, they received "Hurrahs".

6. What will we do for accomplishing Development and Program work in 2021? Joan

(Further proposal(s) and discussion will occur in January)

-Joan: Darien suggests we coast or/and ask volunteers to help with development work. We could hire consultants to do some of the work.

-Responding to Cricket's question, Darien explained there are two main parts that need to be addressed. Volunteers could help with the fund appeals which a mailing house sends out. The second part is maintaining relationships with major donors, which also could be taken on by volunteers.

-Eileen wondered who was going to coordinate all this Development work. We want to keep a rapport with our donors. It is one of the reasons board members are making thank you calls each month. She asked Marybeth if she would take time to direct consultants, not volunteers. Marybeth said she finds directing volunteers too time consuming, but she would be willing to direct a consultant as she begins to exit her position or to do what Darien asks.

-Jan mentioned Marybeth talked of a possible contractor in a recent Finance Committee meeting. Jan sees no reason to wait until September to proceed.

-Marybeth thinks this is very important. Leadership needs to carefully develop a well reasoned and practical proposal with a budget so everyone knows what it is we are talking about.

-Joan asked how would this group be organized.

-Nancy, Eileen and Jan volunteered to be on this proposal committee and Marybeth will help.

Darien added that if anyone has any ideas, please contact her and the committee.

7. Deciding on a new name for eNews: Eileen

Through "elimination rounds" **the board voted on six suggested names for eNews: the winner was "WILPF News", which got 5 of 6 votes.**

8. Changes in Reimbursement Protocol: Darien

Decisions:

1) **Updating language in policy and protocol All voted yes to the changes.**

2) **Increasing mileage reimbursement to 2/3 of the business rate All voted yes.**

Currently the rate is 57.5 cents/mile.

3) **Clarifying lodging reimbursements. All voted yes.**

See updated protocol added at the end of the notes; the updated language is in bold italics font.

9. Colors of WILPF US website, eNews and eAlerts Templates: Ellen Thomas – Steering input

Part of the process of redesigning the website will include redesigning the WILPF color pallet. We'll make new changes in the eCommunications templates once the new color pallet is determined by the Website Committee. This is the entire Steering Committees's opportunity to give input to the Website Committee.

Ellen noted WILPF international plans to change their colors, too; currently they have sky blue, teal and coral-orange with gray lettering. The Website Committee likes the sky blue and teal with black lettering but can't decide on the third color. Darien likes raspberry.

-Mb does not want to spend a lot of time on this and suggested asking our graphic designer for her opinion.

-Joan suggested we look at the international site...especially for background colors.

-Members were asked to send their comments to Ellen.

10. Appointment of a Secretary, pro forma: Darien

The Board was asked to approve the appointment of Nancy Price as WILPF US Secretary, effective from January 2021 until January 2022.

Brief summary of situation: WILPF is required by Pennsylvania statutes to have a national Secretary. No one ran for this position, and the most essential duty — taking minutes for Board and Steering meetings — will be handled by a volunteer, Dianne Blais. Since Dianne has an important and demanding role as convener of the Jane Addams branch, she is not ready to become a board member or to take on the full duties of the position of Secretary.

Nancy Price has agreed to act as our formal Secretary, as needed. However, she will not perform routine secretarial duties.

The Board approved the appointment of Nancy Price as WILPF US Secretary - Vote: 4 Yes; no Nays; no Abstentions Nancy recused herself and Shilpa was unavailable.

Nancy will be the pro forma secretary for one year starting at the end of the January 2021 Board meeting.

11. Approval of proposed Branch Development 2021- Inside Out BUDGET: Jan Corderman

This committee consists of Eileen K. (chair), Laura Dewey, Jan C., and Mary Hanson Harrison.

The proposed plan is to take WWINGS to the next step using \$10,000 of donated money to enliven five branches, get more members and more direction as to where they are headed over the next 1, 2, and 3 years, using an asset mapping system. One independent contractor will assist them in their planning. All branches are encouraged to apply. This will be happening during our WILPF membership drive.

-Nancy thinks this is excellent idea/plan and asked how will the issue committees engage with them. Eileen explained that the committee has an excellent facilitator candidate, who Mary HH worked with on CSW.—The pilot project questionnaire asks what branches have been working on and what they want to work on in the future.

The Board approved \$10,000 for a facilitator to assist five branches to develop their group, to gain more members and plan ahead. All voted Yes, no Nays, no Abstentions.

As requested Eileen will send the results of branch questionnaires to Nancy for Earth Democracy and to Joan, Program chair.

12. Approval of proposed CHANGE in timing of installation of new 2021 Board: Darien

This proposal allows all potentially voting board members to vote at the January board meeting and the old Board to stay seated until the new board is formally installed near the conclusion of the board meeting. The exact timing will depend on the specific board agenda.

At the same January meeting, Darien proposes that the new board members elected for positions currently unfilled – namely both candidates, Ellen Thomas for Personnel Committee Chair and Linda Conte for At Large Board Member – be officially appointed to fill those vacancies for a few hours (as abstaining or voting board members), before taking over when their proper 2021 Board terms begin, with the installation of the new board

The Board approved the proposal to install the new board near end of the January 2021 Board meeting and Ellen Thomas and Linda Conte are appointed to their new positions, briefly, so they can vote at the start of the meeting. All voted Yes.

13. Board Visitors – Visiting WILPF members to the meeting were invited to speak for a few minutes,

-George Friday, working with Theresa El-Amin, shared about their work on the upcoming AFRICOM webinar. The webinar features a roster of five African speakers: Margaret Kimberly, a leader from Black Alliance for Peace; and speakers from World Beyond War, which is doing the technology; and WILPF. Over 535 people have registered and over 70 organizations have endorsed the webinar scheduled for Friday, 12/4, at 2 pm EST. Go to the WBW website to endorse it as a WILPF branch.

-Dianne Blais - This was her first meeting and she plans to take minutes at the January Board meeting.

-Theresa El-Amin was no longer on the call.

-Ellen Thomas added for the Disarm Committee that the webinar also got endorsements from Pittsburg and Maine branches, and Dianne mentioned the Jane Addams branch also endorsed the AFRICOM webinar.

Respectfully submitted, Eileen Kurkoski

Changes in Reimbursement Protocol and updating language. (per above item #8) Changes are in bold italics font.

Expense Reimbursement Protocol

Women's International League for Peace and Freedom, US Section
(Originally approved November 2009, and revised July 18, 2017,
by meetings of the Board)
(cf., Board Handbook, pp 57-60)

Protocol on advances and reimbursements for consultants; staff; Board ***members; and*** campaign, committee, and other volunteers for travel, phone, and other expenses.

Board Expenses

Board Lodging - WILPF expects volunteers to be willing to share lodging in double or more rooms.

If a Board member chooses housing other than what has been provided, she is responsible for making arrangements and paying any costs incurred.

Advances

No additional advances will be issued to anyone without proper submission of documentation to report on a previous advance.

All requests for large expenses to be paid for from the national office or provided as advances should be communicated to the national office in writing (e-mail or fax) a minimum of 3 weeks

before the funds are needed. This allows for normal processing and use of normal mail services. Requests should clearly indicate: (1) the committee or project to which the expense should be charged, (2) the full name, address, and telephone number of the person to be reimbursed, (3) the purpose of the expense, and (4) all related receipts and/or documentation.

Travel and Transportation

Travel by air should be reserved 21 days or more in advance to secure the most economical rate. If a Board member prefers to travel at a more expensive rate, reimbursement will be only for the cost of the economy-class ticket.

Travel by Amtrak or similar rail service will be reimbursed for the actual expense up to the cost of an economy class ticket by air.

If a Board member needs WILPF US to make her travel reservation so it can be charged directly to the WILPF credit card, this request should be made at least 4 weeks before date of travel.

Car travel is reimbursed at **two-thirds of** the standard mileage rate per mile set by the Internal Revenue Service for miles driven **for business (57.5 cents for 2020)**. The cost of tolls and parking will also be reimbursed, documented with receipts.

When in cities, and when without a car, only public transportation (including airport shuttles) will be reimbursed. If taxis are used, only the equivalent for public transportation will be reimbursed, unless there is a question of disability/ accessibility.

Lodging

If a branch invites a Board member to visit, the branch is responsible for paying for travel and providing housing.

To qualify for expense reimbursement, when a WILPF member travels on WILPF-budgeted business other than to Board meetings, every attempt should be made to find housing at no cost. WILPF expects volunteers to be willing to share lodging in double or more rooms. If a hotel must be reserved, **if an authorized traveler chooses not to share a room**, the **WILPF** member may be reimbursed **only** at half price of a double room **and** at an extremely modest, yet basically secure, hotel per night. **When**

an authorized traveler is traveling alone and cost-free housing is not available, the member may be reimbursed for the price of a single room at an extremely modest, yet basically secure, hotel per night.

If a board member ***or other authorized WILPF member*** visits a branch for organizational necessity, rather than by invitation, reimbursement for travel must be agreed to by the Finance ***Committee*** Chair and other relevant people - depending on the nature of the visit. The member is required to submit the special request at least four weeks before travel, explaining the purpose of the trip and the budget. The President(s) and/or Finance ***Committee*** Chair can make an exception to the four-week advance requirement at their discretion when urgent or opportune circumstances obtain. When the resultant new cost exceeds \$300 or the travel in question involves these officers, the agreement of the President(s) and the Finance ***Committee*** Chair is necessary to make an exception.

Meals

As a general rule, meal expenses will not be reimbursed. However, meals will usually be provided during Board meetings, Board training sessions, etc. Advance notice will be given as to whether or not meals will be provided.

Telephone

WILPF telephone calls can be reimbursed by sending the original or photocopy of the phone bill with a note indicating to which WILPF committee, account or project the expense should be charged. WILPF uses a free service for conference calls so most phone reimbursements cover only long distance charges for the call participants.

Use of the WILPF Credit Card

WILPF has an organizational Master Card which ***WILPF US staff members are*** authorized to use for WILPF purposes with proper pre-approval. All credit card uses must be pre-approved in advance by the ***board-designated staff member***, so that no charges on the bill are mysterious or surprising. The ***designated staff member*** approves only those uses that fit within the approved budget.

The credit card is not available to make any personal charges for either staff or WILPF volunteers.

WILPF Fiscal Year and Reimbursement Requests

WILPF uses the calendar year as its fiscal year and operates on the accrual basis. Board members, committee chairs, other volunteers, and all staff are expected to submit any expense reimbursement requests and accounting for advances within six weeks of expenditure. Any request for reimbursement submitted after 6 weeks of incurred expense will not be made unless special arrangements are made with the ***designated staff member*** in writing, prior to the end of the six-week period. Expenses or anticipated expenses incurred from Nov 15 to Dec 30 must be communicated to ***the designated staff member*** prior to Dec 15, and request for reimbursement made in the usual 6 week timeframe.

Reporting

Financial reporting should include receipts for both reimbursement requests and for reporting on advances. All advances need to be reported and documented before another advance can be issued.

In addition to the financial reporting, attendance at conferences, meetings, protests, events, etc. should be reported on in writing for program development, membership building, and promotional purposes. Reports may be brief and not necessarily formal but should convey the purpose of attending and any particular links to WILPF and WILPF concerns.