

## WILPF National Board Meeting, January, 21, 2014, via conference call

### ATTENDANCE

Board members: Laura Roskos, Catia Confortini, Cheryl Diersch, Eva Havlicsek, Ellen Schwartz, Marie-Louise Jackson-Miller, Robin Lloyd (late in the call because of traveling), Sydney Gliserman

Staff: Ria Kulenovic

Guests: Rachel Nagin (new UN Rep), Nicole Scott (Acting chair of Personnel Committee), Joan Bazar (Chair of ad hoc Communications Committee), Mary Hanson Harrison, Nancy Graham, Joan Goddard, Laura Dewey, Renee Prespare, Lois Fiedler, Deb Garretson, Charlotte Dennett, Mary Bricker Jenkins, Regina Birchem, Elisabeth Leonard, Ann Nagin, Nancy Price, Rose Daitsman, Tzili Mor, Candace Perry, Darien DeLu, Pat O'Brien, Nancy Ramsden, Edith Bell, Tina Shelton, Barbara Nielsen, Joan Ecklein, Odile Hugonot Haber, Viena HarrisPat O'Brien, Darien De Lu, Renee Prespare, Deb Garretson, Joan Bazar, Nancy Price, Mary Bricker-Jenkins, Charlotte Dennett. Mary Hanson Harrison. Laura Dewey, Candace Perry, Nancy Ramsden, Edith Bell, Tina Shelton. Odile Hugonot-Haber, Virginia Harris

Dashbord assist: Catia

Vibes watcher: Marie-Louise

### SUMMARY OF DECISIONS TAKEN

- The board appreciates the work of the communications committee under Joan's leadership; we will extend its mandate for the next 8 months.
- The board approves the formation of a committee to carry out the capital campaign, as outlined in the concept paper circulated before this meeting.
- The WILPF board enthusiastically accepts the mediation proposal.

### AGENDA REVIEW

Ellen stated that the 2014 budget had not been approved and we only just saw the budget, so what are we going to do about that? Eva says it was her understanding that at our November meeting, the Finance Committee was authorized to finalize it. Cheryl says that a couple of weeks ago she saw an email where Ellen was questioning whether the budget had been passed, and it was a complete surprise to her because she believed that it had been. Agreed that if the November minutes show that the budget was not approved, we will approve it by email.

### APPROVAL OF NOVEMBER MINUTES

The November minutes have not yet been sent to the board for review; Cheryl hopes to do this within the next week to 10 days. Marie-Louise has completed the July minutes and sent them to Cheryl for review; Cheryl will send them on to the board for approval soon.

### UN REPS

Laura thanked MaryAnn DeLeo and Abigail Ruane for their service as UN Reps from 2012-13. She welcomed Rachel Nagin and Kristin Alder who have been appointed to serve as our UN Reps for a two year term beginning this month. Rachel introduced herself.

Ria explained that because the 2014 operating budget includes some travel reimbursement for UN Rep travel, UN reps must now commit to attending several specific UN events during the year.

## **PERSONNEL COMMITTEE: RECOMMENDED ADJUSTMENTS TO D.O. WORKPLAN**

Nicole Scott explained that when the board met in November and approved the D.O.'s workplan that it recognized that the tasks defined were beyond the capacity of any one employee. Subsequent to that meeting, Personnel Committee member Patricia Schroeder met with interested board members to discuss prioritization of the D.O.'s task. The amended workplan reflects that discussion and further discussion among members of the Personnel Committee. The revised plan uses color coding to indicate those tasks which can be delegated to board members, committees or WILPF members. These were gone over in detail.

## **COMMUNICATIONS COMMITTEE**

The ad hoc Communications Committee was approved at the November 2012 board meeting and formally established in January 2013. Ellen proposed that we extend the committee's mandate unchanged for 8 months (6 month into the new board) and let them review then. Marie-Louise suggested we do that with a recommendation to the next board that the communications committee become a standing committee (possible job for one of the incoming at-large board members). Catia also wants to see it become a standing committee; in preparation for that, she would like to see a refinement of the description of the committee. Who will do that? Joan thought that had been done. Catia clarifies that she means make the description similar to that of the other Standing Committees. Laura suggests that it link somehow to the Rapid Response Team, recently established by the Program Committee. Sydney asks that we request that if the Committee is up to it, if it becomes a standing committee we would like to see a concrete description of the committee's mandate.

Decision: The board appreciates the work of the communications committee under Joan's leadership; we will extend its mandate for the next 8 months. The minutes will show what we hope the next board will act on with regard to its becoming a standing committee. (Consensus; no stand asides.)

## **FINANCE COMMITTEE PROPOSAL TO ELIMINATE LIFE MEMBERSHIP CATEGORY**

Eva has not read the 2002 minutes in which the board decided to eliminate that category, but thinks that eliminating this category would be a good thing. It's a short-term cash infusion but the impact on our organization is deleterious. A better way to honor members would be to make a donation to the issue area they are most committed to.

Board discussion: Ellen is curious to see what the 2002 minutes say, but she approves of the proposal except not the part about asking life members to revert to dues-paying. Ask them for donations instead. Ria doesn't like that idea either. Eva agrees to drop that part; they do receive the annual appeal. Laura says life membership is not mentioned in the bylaws so we don't need a bylaws change to accept this proposal.

Non-board member discussion: Many organizations have life members as a reward for major donors so maybe they have a point?

Eva says over the past two years we have had four Life members join. They are people who have made major donations and probably will continue to do so. Eva says one reason she favors this is Life members use their status to make demands on Ria.

Has there been a cost analysis? This should be discussed with the members before passing. Doesn't like the idea that life members think they have special privileges with the staff. Why doesn't this require a membership referendum when the bylaws say that dues amounts do?

Pat O'Brien said that when she was chair of the development committee, the committee studied this issue in depth. Life members don't make much contribution after becoming life members, there was a referendum that changed the dues structure in 2010 but that referendum did not include the change in Life Membership amount. The decision to change the Life Membership amount was made by the board in fall 2010.

Next steps: This proposal will be referred to the Development Committee for further discussion and a recommendation to the March board meeting. Catia adds that the first step for the development committee should be to check the 2002 minutes. If they are as reported, then this discussion is pointless.

Laura added that it is frustrating when members, who are not admitted to practice law by any bar, offer ersatz legal advice to the organization.

### **DEVELOPMENT COMMITTEE: RECOMMENDATION TO INITIATE AN 18 MONTH CAPACITY CAPITAL CAMPAIGN.**

Marie-Louise read the intro publicity piece. The proposal says \$500,000 but she says the Development Committee is aiming for one million. Various people talked about this.

Ellen asked is this board committing to raise all this money, or committing that the next board will do it? No, it's a proposal to form a committee which will exist independent of board terms.

M-L the proposal would give us a Campaign crowdsourcing page on the Women's Power to Stop War website organized by WILPF International.

Decision: The board approves the formation of a committee to carry out the capital campaign, as outlined in the concept paper circulated before this meeting. (Consensus, no stand asides.)

Sydney said it would be a good idea for the committee to prioritize the expenditures, as Darien suggested, in the event that the total targeted amount is not raised. Several board members concurred with this recommendation.

### **PROPOSAL TO ADOPT A MEMBER INFORMATION PRIVACY POLICY**

Ria explains that the drafting of the policy was initiated by WILPF staff who are continually asked by members for information about other members. She would like clear guidelines. A survey monkey was created to gather input from members and the data gathered was valuable. The draft presented to the board is based on that survey and on the practices of other organizations.

Board discussion: Ellen is concerned that any policy adopted by aligned with the requirements of both Pennsylvania and Massachusetts law, which she interprets as saying that any member can request a membership list with contact information provided they have a clearly stated and legitimate purpose for using the information. Eva says some of our members do not want their names exposed because they feel they are in danger of political persecution from certain parties, including our own government; this fear is based on historical experience and on recent suppression and surveillance of anti-war activists by the FBI and NSA. As an organization that has been labeled "subversive" in the past, we need to take seriously the need to protect all our members from the potential misuse of our membership list. Catia notes that as a member, she would prefer to be able to exercise some control over who has access to

her name and address. Thinking beyond this board to the long term consequences for the organization, she feels it would be better to err on the side of privacy

Next steps: a discussion board will be set up to gather member feedback on this specific policy proposal. The discussion board will establish a clear time frame, after which time the policy (or amended or revised) policy will be brought back to the board for adoption. Noting that there is not time for non-board member comment on this item and that Renee and Regina have raised their hands, Laura asks that they weigh in on the discussion board or by email using the [dialogue@wilpf.org](mailto:dialogue@wilpf.org) address to reach the board.

### **WILPF MEMBERS MEDIATION PROPOSAL**

Mary Bricker-Jenkins, Rose Daitsman and Nancy Price were unmuted to answer questions from the board. Question about timing, given the March turnover in board composition—who should act on the proposal, this board or the next one? Question about estimated cost. Clarification offered that the mediators don't want money to stand in the way of moving forward and that costs can be adjusted or designated monies raised. Laura suggests that we established a restricted fund for this purpose once we know JAPA is willing to move forward.

Decision: The WILPF board enthusiastically accepts the mediation proposal. (Consensus, no stand asides)

Laura will convey this decision in writing to the proposers. Nancy Price asked that Marybeth Gardam and Carol Urner also be acknowledged as authors of the mediation proposal.

### **MEMBER CHECKOUT:**

Some confusion regarding how to raise one's hand; acknowledged time constraints limiting the number of member comments that can be heard.

Renee Prespare proposed for the Privacy Policy, that we could do what corporations do, and provide members with an Opt-Out option.

Laura Dewey says there must be a way for members to object to what someone is saying without being called out by the vibes-watcher.

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### **EXECUTIVE SESSION**

Purpose: to discuss appointment of individuals to represent WILPF in mediation.

Decision: to seek additional information on what skills/attributes might be more valuable in our representatives; to refer to Steering Committee for fuller discussion when we're less fatigued.

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### **BOARD CHECKOUT**

Reiteration of need for all current board members to prepare "documents" to guide those coming in to take over our positions. No established format exists. Sydney will experiment and share.

Reminder that the Congress committee needs to come up with an event budget. Suggestion that Ellen give them a deadline. No registrations can be offered until the fees are established and fees are established through the process of making a balanced budget.

Meeting adjourned 9:27pm Eastern Standard Time.

Minutes respectfully submitted,

Cheryl Diersch

Minutes approved by unanimous consensus via email, February 21, 2014

Appended reports:

Standing committees—Finance, Personnel, Program

Additional—Ad Hoc Communications Committee Report and Mandate, Mediation Proposal

## Finance Committee Report

*January 21, 2014*

- Unaudited 2013 Financial Records included with report
  - December 31, 2013 Balance Sheet
  - December 31, 2013 Actual P&L, 2013 Budget, 2014 Budget
- February Webinar will include bylaws and guidelines for Non-profit Organization Fiscal Responsibility
- Fiscal responsibilities of branches and Branch accounts still held by JAPA
  - Remaining confusion will be addressed by the Finance committee in conjunction with the Membership & Development to be addressed in coming months
  - Goal of August 2014 to have final guidelines in place
- Life Members
  - Board voted in 2002 to eliminate this membership category
  - Life membership provides short term revenue without consideration for future fiscal needs.
  - Life membership has created a three tier hierarchy of membership anathema to WILPF's mission of equality for all
    - General yearly renewing members
    - \$500 life members
    - \$1,500 life members
  - Member confusion over the term has led some members to think that life membership means length of membership (all my adult life) rather than a monetary distinction
  - Honoring specific individuals with life membership could be replaced by a procedure to honor individuals with a contribution to their choice of issue committee or specific project
  - For ease in maintaining current branch and national member lists, life members, if willing on an entirely voluntary basis, are asked to resume yearly renewals.
- Capacity Building Capital Campaign: The Finance committee has endorsed and incorporated the Campaign budget into the 2014 WILPF budget
- WILPF has hired an auditor for the 2013 audit
  - Although not required by either MA or PA for an organization with less than \$300,000 in income, member discomfort dictates spending more for a full audit this year.
  - We are in no danger of legal issues concerning the 2012 financial review because we acted in full accord with both MA and PA statutes.
- Transition to PDF

- We have had a smooth transition
- Most previous donors have continued donating to WILPF
- Ria receives accurate reports monthly
- We no longer pay fees for credit card use because everything has been transferred to PayPal
- New bookkeeper
  - Lives in Boston area and comes into the office once every week
  - Costs less than previous bookkeeper
  - Is adjusting reports to show more accurate monthly budget comparisons
  - Is taking over some of the tasks that Ria previously did in recording, writing checks etc.
- JAPA
  - Concerned members of WILPF US and WILPF Int filed a complaint with the New York Attorney General's office. This complaint was considered adequate by the AG's office to warrant the opening of an investigation.
  - The possibility of an independent mediation group reviewing WILPF and JAPA financial records, and then getting both organizations together has been proposed. This is currently being discussed and has tentatively been accepted by JAPA. A previous proposal for mediation by WILPF in April of 2012 was rejected by JAPA.
  - Because WILPF representatives were removed from the JAPA board in September of 2012, WILPF has not received finance reports that were previously available at board meetings. Our last JAPA financial reports were received at the JAPA board meeting in April 2012.
  - We continue to wait for information on JAPA funds that may be intended for WILPF
  - The group of WILPF Int, WILPF US, and JAPA tasked with forming an equitable division of the Sanjines Bequest has been unable to meet.
    - We were just informed in November 2013 of the total amount of the Sanjines bequest (\$269) that has been held by JAPA for almost two years.
    - Bequest still has not been dispersed to WILPF US and WILPF Int
- We expect a bequest from the estate of a former WILPF activist to be available sometime in the next few months.

Submitted by Eva Havlicsek, Treasurer

## 2013-12-31 PERSONNEL Year-end Report to Board

This report includes some information from the 6-month report in order to provide context.

Current staffing: An expanded Personnel Committee call on Nov. 21 addressed the board's working relationship with the Director of Operations Ria Kulenovic. Board members heard from Patricia Schroeder (staff representative) and agreed on a review of job responsibilities and compensation at year's end. This report will be presented at the Jan. 21, 2014, board meeting.

Additional staffing: In February 2013 the Finance Committee agreed with our recommendation to hire a Program and Development Director and designated a source of funds pending the signing of a fiscal sponsorship agreement and meeting fundraising benchmarks. We developed a job description in consultation with the chairs of the Program Committee and Development Committee. The timeline was revised multiple times over the year following the signing of the fiscal sponsorship agreement, then further discussion of how to prepare a new hire to deal with the uncertain situation, and finally a realization that the new board needs to feel invested in the person hired.

Interns: Stipends for interns were delayed and then cut off by our donor, who was being lobbied by our former fiscal sponsor. This program is too important to be dependent on any one donor.

IT/communications contractor: Theresa Stephens' work still takes more than the contracted half-time hours. Our wish list would hire her as a full-time staff member to further increase our crucial contact with members and outreach to the public. She has demonstrated skill, initiative and commitment to our mission.

Bookkeeper: The replacement of the Pennsylvania bookkeeper with a local bookkeeper has resulted in a saving of time and money.

Peace & Freedom editor: Theta Pavis retired as editor after doing the Spring issue, and Candace Perry was contracted to edit the Fall/Winter issue. She is unwilling to reapply, so the position is open.

100th Anniversary Coordinator: Promising candidates are unwilling to work for the amount raised. International is eager for us to get this person in place to coordinate publicizing, fund raising and events in the lead up to the Centennial celebrations in The Hague in April 2015.

Members of the Personnel Committee: We invite members to apply to join the committee.

Joan Bazar, chair

Patricia Schroeder, Nicole Scott, Nancy Munger



# **U.S. WILPF Program Committee Report**

**National Board Meeting 1/21/14**

**Submitted by: Ellen Schwartz & Sydney Gliserman, Co-Chairs**

## **Standing Issue Committees**

- Advancing Human Rights
  - Chairs: Barbara Nielsen, Lucinda Tate
- Corporations versus Democracy
  - Chair: Marybeth Gardam
- Cuba, Women and the Bolivarian Alliance
  - Chair: Cindy Domingo
- Disarm/End Wars
  - Chairs: Ellen Thomas, Carol Urner
- Earth Democracy
  - Chairs: Nancy Price, Linda Park
- Middle East
  - Chairs: Odile Hugonot Haber, Barbara Taft
- Building the Beloved Community
  - Chairs: Vacant

Some background from 2012 is in order for this report, as it marks nearly the end of Ellen and Sydney's term as Program Co-chairs and may be of use to those who follow us.

## **Issue Committee Reports**

At the June 27, 2012 meeting it was suggested that "for the next meetings, 1) each committee write a short report about itself including any questions and any proposed joint action at the program committee level that might be requested of the larger group; 2) the committees circulate these reports to the program committee listserv in advance; 3) issue committee reps planning on being on the call (in particular these people but the entire issue committee could do this) review all reports so that 4) everyone on the upcoming program committee call can have updated info on issue committees past actions and any actions requested of the program committee on the new call."

This was not submitted to formal consensus but was adopted in practice, starting with the July 2012 meeting. Since then, Issue Committee reports have been appended to the Minutes of each meeting. If these reports had been regularly submitted, they could replace the need for annual reports or at least make the compilation of such reports vastly easier.

## **Voting Members of the Program Committee**

On July 25, 2012, just before Ellen and Sydney were confirmed as official co-chairs, the committee consensed on the following.

That one representative of each issue committee, and the US section president would join the program co-chairs in having voting rights, with one vote per Issue Committee, but that the staff, although having membership in the Program Committee, would not vote. Further, any and all members of US WILPF are welcome to participate and engage in discussion in this committee at any time, including specifically Pat O'Brien in her current role as WILPF US representative on UNAC, a coalition of which we are a member.

Also, everyone who is on the listserv will remain on the listserv. If new people want to be on the listserv they need only ask. Further: if someone is not on among the voting members but is on the listserv, they are not prevented from participating or submitting reports, etc.

The consensus, with no blocks or stand-asides, was based on everyone who was attending that meeting:

Ellen Schwartz, interim committee chair and facilitator; Laura Roskos (US Section President); Barbara Reed; Pat O'Brien; Barbara Taft, Odile Hugonot Haber (**Middle East**); Rose Daitzman, Barbara Nielsen (**Advancing Human Rights**); Marybeth Gardam, Mary Hanson Harrison (**CvD**); Joan Ecklein, Marge Van Cleef (**DISARM/End Wars**); Nancy Price (**Earth Democracy**)

Absent: No one present for **Building the Beloved Community**; no one for **Cuba and the Bolivarian Alliance**. Ellen had invited Sydney Gliserman to this meeting, but she was unable to attend.

We have considered a quorum to be based on one representative from each issue committee, with more than half of the representatives present on the call. The Building the Beloved Community Committee did not function at all during 2013, but efforts continued to try to resurrect it.

## 2013 Report

In 2013 the Program Committee, with representatives from six possible Issue Committees, met eleven times. Early in the year, Barbara Reed represented BBC, but was unable to pull a functioning committee together. We discussed formally disbanding the committee but could not agree on that. In the summary of participation below, please be aware that while most of the participants in these calls were issue committee representatives, there was also attendance by various other issue committee activists, other board members, UN representatives and others throughout the year. There was no problem having "non-members" present at these calls, and they added positive value to the discussions.

**January**: All committees were represented, at least briefly, on the call. Five committees were able to submit reports. (Missing: Earth Democracy)

**February**: Three committees represented: DISARM, AHR, Middle East. (There are no reports appended to these minutes, but that doesn't mean they weren't submitted.)

**March**: Five committees represented: AHR, DISARM, EARTH Democracy, Middle East, BBC. Issue committee reports from BBC, Cuba, DISARM, Earth Democracy.

**April**: Five committees represented: DISARM, Cuba, CvD, Earth Democracy, BBC. Issue Committee reports from CvD, Cuba, DISARM, Earth Democracy, Middle East.

**May**: Three committees represented: AHR, Middle East, CvD. Reports from AHR, CvD, Cuba, DISARM, Earth Democracy, Middle East.

**June**: Four committees represented: Earth Democracy, Middle East, AHR, DISARM. Report from AHR.

**July**: Three committees represented: CvD, AHR, DISARM. Reports from: AHR, CvD, Cuba, DISARM.

**August**: Three committees represented: DISARM, AHR, Middle East. Reports from: CvD, Cuba, DISARM, Earth Democracy, Middle East.

**September**: Three committees represented: Middle East, DISARM, AHR. Reports from: AHR, CvD, Cuba, DISARM, Middle East.

**October**: Five committees represented: DISARM, AHR, Middle East, CvD, Earth Democracy. Reports from AHR, CvD, DISARM, Earth Democracy, Middle East.

**December**: Three committees represented: Middle East, DISARM, Earth Democracy. No reports attached to the minutes.

**January (2014)**: Four committees represented: DISARM, AHR, Middle East, Earth Democracy. No written reports.

## Linkages:

During much of the year we discussed linkages – around mid-year Rose Daitsman of AHR suggested that all the committees could participate in a joint campaign around the issue of Complete Nuclear Abolition (the entire nuclear chain, from reactors to weapons, with money going instead to sustainable energy and funding human needs) by 2020. This is an idea that is gaining traction internationally and nationally, with the U.S. Conference of Mayors endorsing it and Congresswoman Eleanor Holmes Norton’s HR 1650 in the House of Representatives. The DISARM committee planned to work on a toolkit for this campaign with a web page that other committees can plug into. Internationally, disarmament work is increasing seen through a human rights lens; nuclear power has environmental, human rights and corporate-power aspects; nuclear weapons are a matter of increasing concern in the Middle East. There are many points of intersection. This work is ongoing, and the committees are also continuing work on “committee-specific” projects.

## **Rapid Response Team**

Also during the year we discussed restarting a Rapid Reponse Team. Finally, at our January 8, 2014 meeting, we approved the proposal Sydney had developed after the September meeting, “with the proviso that the Program Committee can dissolve it at any time, and that any issue committee can opt out if they do not wish to participate.”

The approved proposal follows:

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### **Rapid Response Team Proposal, approved January 8, 2014**

The Rapid Response Team (RRT) would be a committee within U.S. WILPF that aims to respond quickly to current events and developments that concern WILPF’s vision and mission, where an expedient response would enhance our program work and relevancy. A “rapid response” can constitute a written statement, endorsement, petition signing, or any other action that demonstrates a position on a topic.

## **Structure**

- Committee made up of 4-7 individuals: to ensure work is allocated among several people, but is not large enough to hamper expediency
- One chair acts as point person for the team

## **Responsibilities**

- Monitor for developments requiring response
  - This would be done in coordination with branches, issue committee chairs, PeaceWomen and Reaching Critical Will representatives, and WILPF international. For example:
    - Advancing Human Rights (AHR) issue committee assesses an issue for rapid response and bring to RRT, but also RRT can come to AHR with such a suggestion.
- Liaise with relevant parties to develop top line analysis and assess appropriate action
  - Develop our position on the topic at hand based on issue committee work, WILPF policy, and precedent
  - Is a statement, endorsement, petition sign, etc. the best response?
- Facilitate the creation of the response
  - Highly dependent on the issue at hand, and may include statement writing, coordination among involved parties, assessing an appropriate endorsement, etc.
- Take action to ensure wide dissemination of response

- This may involve formatting for distribution via e-news or e-alert, sending out to branch list serve, coordinating for publication, etc.

### **Coordination with Relevant Parties**

- If a response is relevant to an issue committee's work, RRT is required to consult with that issue committee's chair(s) prior to taking action. Likewise, any response must be approved in its final form by that issue committee's chair(s).
- If another WILPF body (PeaceWomen, WILPF International, etc.) is already developing a response, the RRT will consider taking on the role of distributing their work, instead of duplicating efforts by crafting its own response.
- All action must be approved as required in the Guidelines for Statements policy document.
- The chair of the RRT is expected to remain knowledgeable of program committee work so as to best, and most efficiently, facilitate with involved groups when a rapid response is required. This would likely involve participation on program committee calls and list serve.

2014-1-1 *DRAFT*

To WILPF National Board from Communications Committee: Looking ahead to 2014

The committee began the work of exploring and improving WILPF's communications channels during 2013. Much was accomplished, but much remains to be done. Our ability to clearly define and solve problems was enhanced by the active participation of staff, consultants; program, membership development and development chairs as requested.

While we can point to specific products that we facilitated (updated cards, brochure, Peace & Freedom, web and eNews), the overall purpose is to improve communication among members – and between members and the board. The list below touches on our activity during 2013 and continuing into 2014. At the end is our statement to the board on making meetings and actions of the board open to the members.

Website review (January): Improvements suggested by members including (but not limited to) cycling of photos on homepage allowing viewer to select story, branch directory updates, and improving the ability of branches to share resources (still under way).

Membership renewal notice redesign (February) involved graphics (Rachel Nagin) and text citing accomplishments – internships, issue committees, mini-grants (Ellen Schwatz)

Thank you card redesigned by Rachel at request of Marie-Louise. (December)

Social Media strategy (March): Theresa reported that blogging from the International Board meeting in February (by Ria and Catia) and Local2Global participants has inspired 950 more signups for eNews. Theresa has a template with guidelines for social media and encourages all to send photos and posts.

Membership brochure update (April): Updated text plus new photos for brochure in 4-panel fold and also 3-panel version completed and posted to web for download as well as printed for distribution to potential donors, branches and for tabling.

### Peace & Freedom

(May) Spring edition's color cover (which we endorsed) has received positive responses.

(June) Layout and communication about the issue take about 100 hours; as procedures get more streamlined, there may be more time available for "wish list" upgrading of the online version. Photos at least 300 dpi at 4x6.

Theme suggestions (May) Food sovereignty, gun control, voter ID laws (each with a connection to WILPF core values/issues).

(July) Editor for the Fall/Winter issue Candace Perry has a cluster of articles on closing of nuclear plants (CA, Vermont, Cape Cod). Each article (as appropriate) will include a box directing readers to relevant WILPF committee. Candace will confer with Laura on content.

(August) Joan agreed to write or solicit articles on WILPF election and Congress; Ellen on mini-grants.

(September) Candace is writing an article on info resources, web, eActions and petitions,

eNews, Facebook and Twitter, plus contact info for issue committees.  
(October) Follow-up on Retreat by Altaira and Rachel..

Clarifying for members the purpose of each of our communications platforms: eNews, eActions, Facebook, Peace & Freedom. Timeliness is a key consideration for eNews and eActions. Theresa reports that short messages are opened more frequently than the longer ones (eNews). Responses have been growing to the eActions, but the rate falls if they are too frequent.

Highlighting work of Branches, mini-grantees, issue committees, interns – discussed various times with ideas for soliciting and including in eNews and elsewhere. Theresa wrote a sample for Branch profile. (June)

Use of short videos to promote the above: (May), (June) Maryann suggests items from Branches. Post example and a how-to article (to be continued).

Informing members of board meetings: (request from Communications to Board)

1. Timely notice of upcoming board meetings sent to all members including call-in info and [dialogue@wilpfus.org](mailto:dialogue@wilpfus.org) to receive agenda. (So there's no need to wait for the final agenda to be included in the first message.)  
Notice of the meetings on the website should tell members to write to dialogue to get agenda and call-in info.
2. Decisions from board meetings to be posted very quickly (i.e. 48 hours), with minutes following as soon as possible (two weeks or sooner).  
[Theresa will include information in the next eNews to help members find the minutes and other info on the website.]

Joan Bazar, for the Communications Committee

Minutes from our 2013 meetings have been archived with the secretary, Cheryl Diersch, and are available from either of us on request.

Operating decision discussed at January 2013 board meeting and finalized by e-mail consensus on April 12, 2013.

### **Mandate, membership and workplan for Ad Hoc Communications Committee**

Brief Description: The Communications Committee works on improving the Section's print, online and social media information flow. We are looking for members with writing, editing, design, graphics, photography, video, social media, web, and related skills.

Mission: Promote the overall mission of WILPF U.S. by facilitating communication among members and branches; including our board, issue committees, staff, and outreach with the public and potential funders.

- Assist the D.O. and IT/communications consultant by gathering and focusing input from members for our print and electronic publications
- Make recommendations for board communications policies and procedures as appropriate

### Membership:

Joan Bazar, interim chair, print, video and web experience

Marie-Louise Jackson-Miller, interim chair of Membership Development Committee

Ellen Schwartz, co-chair of Program Committee, print, web, IT experience

Mary Hanson Harrison, member of Development Committee, produced video on planned giving

Rachel Nagin, user of social media, "under 25" representative

Fran Foulkrod, editing, design, IT experience

Barbara Nielsen, print editing, research

Laura Roskos, president of US WILPF board, print, video experience

Theresa Stephens – IT/communications contractor

Ria Kulenovic – director of operations, supervisor

### Anticipated Activities for 2013:

#### *1. Streamlining our current process*

- Clarify and disseminate process for branches, issue committees to get the word to Theresa for eNews, eAlerts, petitions -- in conjunction with the Program Committee

- Reviewing website: mission, strategies, evaluation

e.g., Posting of info for branches to share: leaflets, brochures, photos, graphics, ideas for campaigns

- Reviewing Peace and Freedom: mission, strategies, evaluation

#### *2. Engaging members – in reading and using material, in contributing material*

- Phone potluck discussion
- Invitation printed online and in P&F
- 3. *Working with the Development, Finance and Membership committees to boost income*
- Facilitate gathering of accomplishments to engage potential members and funders
- Research communication strategies best adapted for our organization
- Promote WILPF and our issues via print, photo and video – drawing on member expertise
- 4. *Enlisting and developing expertise among members on Communications Committee*
- 5. *Looking to the future*
- Webinars – on issues and on how to use online services (Theresa has already done work on this)
- Virtual meetings (Ellen has been researching this)
- WILPF.US as parallel url (can point to wilpfus.org) a suggestion not shared by all
- QR code (symbol connecting with our website for users of smart phones)

Evaluation:

A report documenting the accomplishments of the Ad Hoc Communications committee will be submitted to the board for review at its first meeting of 2014. In the absence of affirmative board action to renew the committee's mandate, the committee will be disbanded at that time.



TO: Members of the Board of Directors of JAPA and WILPF-US

FROM: Mary Bricker-Jenkins, Rose Daitsman, and Nancy Price

DATE: January 13, 2014

We three WILPF members have come together over our profound concern for both WILPF-US and JAPA to propose a new mediation process. While we are acting independently, we do so in support of the strong preference for mediation expressed by the majority of WILPF members at each of the three recent regional meetings.

We are well aware of the controversies, charges, and escalating bad feelings expressed in recent e-mails among a group labeled “concerned members,” the JAPA Executive Director, and the President of the WILPF-US Board. We are also aware of the unresolved issues enumerated by attorneys representing both organizations and of the mounting costs to both organizations’ morale and finances. Finally, we are aware that the current dispute over finances has been submitted to the Attorney General of New York State for review.

Nevertheless, we believe there is room for—indeed, necessity for—a mediation process that is sharply focused on the most central and potentially vitiating element of the current crisis: the set of issues and allegations leading to the recent severance of the long-standing fiscal relationship between WILPF-US and JAPA. These include: alleged discrepancies in reporting and distributing funds collected by JAPA on behalf of WILPF-US, an apparent inability to reconcile the two organizational accounts, and claims by both organizations on proceeds from the sale of the Race Street property.

In our opinion, the issue of accounting discrepancies is a very serious matter affecting the sound financial health, stability, and reputations of both WILPF and JAPA, as well as the long-term fiscal and organizational relationship between them -- to say nothing about how this is affecting the current membership. This matter must be settled irrespective of any other allegations by any party and irrespective of the outcome of any recall or election. It will not go away, and a quick resolution is urgent. Moreover, an urgent and timely resolution is in the interest of both organizations before the current one-year fiscal arrangement of WILPF-US with the Peace Development Fund expires in mid-August, 2014.

**We therefore propose that this disagreement be submitted to a mediation process that might include a confidential review of both organizations’ books by an independent accountant. Mediators would first attempt to bring both parties to mutually satisfactory binding agreements on the disputed points. If that cannot be achieved, the accountant, as a member of the mediation team, will examine the books and report her findings and recommendations for specific points to be reconciled to the organizations’ boards and to the other members of the team.**

We recommend mediation by a highly skilled and neutral team that is demonstrably sympathetic to the purposes and aims of both organizations. To that end, we propose

the following team members, who are affiliated with the **8<sup>th</sup> Day Center for Justice** ([www.8thdaycenter.org](http://www.8thdaycenter.org)), which is “a coalition founded by Catholic religious congregations [that] acts as a critical alternative voice to oppressive systems and works to change those systems.”

**Sr. Dorothy Pagosa.** Sr. Dorothy is a Sister of St. Joseph of the Third Order of St. Francis. She started working at the 8<sup>th</sup> Day Center for Justice in 1986. In 2008, Sr. Dorothy was elected to lead her congregation for five years. She then returned to 8<sup>th</sup> Day in October, 2013. Dorothy has been involved in human rights and peace action (including civil disobedience, doing prison time to close the School of the Americas), poverty, women’s rights, ecology and immigration. Her undergraduate degree was in business management with an accounting major, and she has completed advanced studies in theology. She has helped many very diverse groups—ranging from liberal reformists to anarchists--achieve consensus that enabled them to move forward together.

**Liz Deligio.** Liz Deligio has worked at the 8th Day Center for Justice for the past eight years on systemic change initiatives. Prior to that she worked as a chaplain with developmentally disabled adults. Liz has done facilitation work with a variety of religious congregations and grass roots groups. She holds a BS in social work and a Masters of Divinity. She is currently in a PhD program for community psychology. Liz works from a feminist praxis perspective and is committed to creating spaces that honor the experiences in the room.

A third member of the team, well known to Sr. Dorothy and Liz, will join the team if the independent and confidential review of the books becomes necessary. A skilled professional accountant, she has served as financial advisor to religious orders facing complex problems and difficult decisions. Her credentials will be presented if her services become necessary.

**We envision an initial face-to-face meeting with Sr. Dorothy and Liz, probably in New York, to establish parameters, procedures, and timelines for the mediation. We propose that two members of each board be designated as representatives.**

Costs would be shared equally by both organizations and would include the following:

- \$75.00 an hour for the combined services of Sr. Dorothy and Liz. This fee is negotiable if need be.
- If the accountant’s services become necessary, her fees will be negotiated separately in advance of her involvement.
- Roundtrip travel expenses between Chicago and New York (or other agreed-upon location) for Sr. Dorothy and Liz Deligio.
- Travel expenses, if necessary, for the accountant.

Irrespective of the involvement of the Attorney General of New York State, we strongly urge that this matter be handled internally--within the family, so to speak—and as soon as possible. We would hope the referring parties would withdraw or at least suspend the involvement with the Attorney General while this mediation moves forward.

**We ask that we hear from both boards by January 31, 2014 with their decisions regarding this proposal** to ensure the availability of the mediation team and the initiation of the process, preferably by early February.

In recommending this process, we are mindful that it is consistent with both organizations' shared legacy of Jane Addams, who strongly advocated mediation of disputes, most strikingly demonstrated by her efforts in the Pullman strike of 1894. Mediation and resolution of this dispute will free us to return the resources of both organizations to the urgency of peacemaking, our shared mission.

We are available to you by phone and email to answer any questions or clarify any points regarding our proposal. Eagerly, and with great hope, we await your reply.

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