

WILPF U.S. National Board Meeting
Tuesday, July 16, 2013
8:30 PM EOT/5:30 PM PDT
Via teleconference

Facilitator: Laura Roskos
Notetaker: Open Session recorded; Marie-Louise Jackson-Miller
Timekeeper: Eva Havlicsek
Vibes watcher: Rita Jankowska-Bradley

Board Members Present: Catia Confortini, Robin Lloyd, Marie-Louise Jackson-Miller, Joan Bazar, Eva Havlicsek, Sydney Gliserman, Rita Jankowska-Bradley, Laura Roskos, Ellen Schwartz, Darien De Lu
Board Members Not Present: Cheryl Diersch
Staff Present: Ria Kulenovic
Members present: Renee Prespare, Libby Frank, Sandy Silver, Barbara Reed, Abigail Ruane, Regina Bircham, Barbara Nielsen, Kristin Alder, Connie Chow, Deb Garretson, Andrea Olsen

Welcoming statement
Agenda Review

SUMMARY OF DECISIONS TAKEN:

The Board accepts the recommendation of the Evaluation Committee that the WILPF-US National Board support the Boston office in utilizing the Practicum and Local2Global programs as a basis for establishing best practices and guidelines in broader national programming, including through supporting the proposed three-year strategic plan for these programs with one year check in points at our July board meetings

8:30pm – 9:30pm Executive Session preceded meeting. No decisions made.

9:30pm – Open Session with abbreviated agenda:

Executive Session:

Discussion of appropriate action with regards to one board member's dereliction of her fiduciary duties as a member of the WILPF national board.

As a result of this unanticipated discussion, the agenda for the board meeting needed to be contracted. Sydney volunteered to make the adjustments necessary to shorten the agenda.

General meeting convened at 9:30 Eastern Daylight Time.

Practicum/Local2Global Five Year Evaluation

Abigail Ruane presented the Practicum/Local2Global Evaluation Committee Report. The committee was charged with evaluating both programs and addressing measurable goals including: financial sustainability and geographic and economic diversity among participants. Both programs are on track with accounting and program structure. This is an opportunity to propel WILPF forward – especially as we approach our 100th anniversary and enter our next century. The Evaluation Committee considered the broader programmatic context and asked the WILPF Board to:

- 1) Clarify procedures for proposing national programming priorities – including our mini-grant funding as an engine of program development
- 2) Strengthen capacity to maintain programs
- 3) Use our Practicum and Local 2 Global programs as a basis for establishing best practices.

Lessons learned from these 2 programs can move WILPF Forward on national programs overall, cultivate relations among branches, and empower our ability to create peace and freedom.

In the following discussion, the board was asked to discuss the following questions:

- 1) How does a small pilot program get elevated to a national program?
- 2) What can we put in place to achieve this goal?
- 3) How can we craft an enabling policy?

Board members offered the following suggestions:

- The Program Committee itself needs a staff member on board for this process.
- All national programs shall be aligned with WILPF's mission.
- Develop standard procedures, and this proposal for the board could come from the Program Committee.
- Find a way to highlight specific programs that encourage branch involvement.
- Link branches and issue committees.
- Ensure that programs are open to all members.

Abigail responded to these thoughts by asking for something to be written into our bylaws such as guidelines applying to all national programs. Also, it would be helpful to elevate the mini-grants, so that people will be excited.

Next Steps: the Program Committee will take the lead on drafting such guidelines, including guidelines on the process whereby projects and initiatives become recognized as national programs or campaigns, and Abigail Ruane will talk with the Program Co-Chairs.

Members also offered comments on the evaluation:

- Concern was expressed that the proportion of staff time spent on the Practicum and Local 2 Global programs was greater than time spent on Disarm! End Wars programming.
- Someone suggested that Practicum students are more focused on having this experience on their resume rather than engaging with WILPF in an ongoing, longterm relationship.
- The New York Branch has been asked to offer support for fundraising events organized in NYC during the CSW and they feel this is burdensome.

- The Practicum and Local 2 Global programs have been described as “signature” programs, and this may not be appropriate.
- It was suggested that the Practicum program spin off to a non-profit rather than be run directly by WILPF.
- One past Local 2 Global participant would like to see more evaluation of the Local 2 Global program because this is a way to build WILPF local activists and work toward the growth of WILPF and effective programming.

Abigail Ruane responded to some of these concerns as many of these questions had been raised and discussed by members of the Evaluation Committee. Encouraging students to continue to do WILPF work is an issue of concern, and increasing younger participation to contribute to programs for a broader range of ages overall is an important goal. The broad recommendations contained in the report are about the WILPF’s overall approach to developing programming. These programs can be used as models for how to develop national programming, and we can work on developing an expanded repertoire of programs. Typically programming is the easiest thing to raise external funds for. Abigail also welcomes more input for Local 2 Global evaluation. The Practicum program has a longer history, more alumni and more data to look at; therefore, naturally had more areas of critique.

At this point Ellen Schwartz joined the call.

The Board responded to members’ concerns. Mentoring between the 2 groups - L2G and Practicum - is encouraged. The Practicum is student and university funded, and WILPF has some administrative expenses.

In order to continue this discussion, the board decided to postpone one of the agenda items to a future date: discussion of the possible relocation of our national office in June 2014.

The following proposal was offered for consensus:

The WILPF-US Board acknowledges and appreciates the Evaluation Committee for their time and work on the Practicum/Local2Global Evaluation Committee Report submitted to the WILPF-US National Board on May 31st, 2013. The Board accepts the recommendation of the Evaluation Committee that the WILPF-US National Board support the Boston office in utilizing the Practicum and Local2Global programs as a basis for establishing best practices and guidelines in broader national programming, including through supporting the proposed three-year strategic plan for these programs with one year check in points at our July board meetings to be sure benchmarks are being met, with the opportunity to redirect or improve as appropriate.

Consensus with one stand aside (Ellen stood aside because she had joined the meeting after most of the discussion had taken place). The proposal passes.

Leadership Retreat Planning

Sydney reported on behalf of the Transition Team regarding plans for the upcoming Leadership Retreat scheduled for September 13 – 16th. The Transition Team has been tasked to look at the lessons learned over the past 100 years as WILPF moves into our next 100 years. The theme of our retreat is “Renewal, Transformation, and Sustainability, as we move forward to our next 100 years.” \$10,000 has been allocated for strategic planning in the 2013 operating budget and these are the funds we will be using. Board members are encouraged to attend. An e-alert call for essays between 500 & 1,000 words about ideas to empower others, bring people together, and sustain WILPF’s relevancy into the next 100 years are due on August 1st. WILPF will pay some or all of the costs to attend.

Check out of WILPF members:

- Concerns were expressed about the delay of the tonight’s call and having only one agenda item.
- A few members expressed fears about engaging emerging leaders in the strategic planning process.

Check out of Board members:

Appreciation expressed for Abigail Ruane’s presentation. Some board members are ready to recruit emerging leaders to write an essay to attend the upcoming retreat. Appreciation was also expressed for participation in this call by all members young and old.

Respectfully submitted by Marie-Louise Jackson-Miller on January 20, 2014.

Approved by board members February 8, 2014.

Attachments:

Financial Report

Semi-annual Nominating Committee Report

Semi-annual U.N. Representative Report

Finance Committee Report to WILPF Board

July 16, 2013

Accomplishments:

After consulting with both Massachusetts and Pennsylvania Attorney General Offices, we contracted with a CPA to conduct an audit review instead of a full audit. Because our income was less than \$300,000 we were able to save several thousand dollars with the audit review. Our intention is to have a full audit every five years.

Ria was able to establish a lease agreement with the new owners of the Arlington street building of \$828 per month. This rate is far below the market price and will be in effect through June 2014. A site committee will need to be formed sometime before next year to look for new office space.

Approval of the Personnel Committee request for staff. Ria has finally received some of the intern funding that had been held up by MOU issues. Following the board approval of a budget allowing increased staff, we have approved funding for immediate hiring of a grant writer to complete two grants that had previously been started under Tanya's leadership. We have given approval for hiring a part-time '100 year' coordinator for the next three years. We have also given agreement to the personnel committee to hire a Director of Program and Development.

We had a **successful annual appeal** but have been falling behind on donations since January.

We hired a new bookkeeper, who lives in the Boston area, will be available to come in once a week, has a lower fee of \$35 per hour (\$10-\$15 less than present bookkeeper), and is able to start in mid-June.

We were able to **release the terms of the Marjorie Schaffer fund giving us around \$40,000.** This fund had previously been held by Wells Fargo Bank who took fees far exceeding the \$500 we could receive annually under the original donor specification.

The major work that the Finance Committee has been pursuing is the MOU with JAPA. A donor had offered a restricted donation to be used for an in-person meeting between board members of WILPF and board members of JAPA. When this proposal was presented to JAPA, they indicated they were not interested in a meeting. At this point, feeling that we were not prepared to produce a proposal for an MOU Ria and I asked the donor if we could use the restricted donation to hire a lawyer to craft a draft MOU that we presented to JAPA in January. Since that time we have received no response to the draft MOU except the request that we sign a Release Statement regarding the allocation and use of Race Street funds. In spite of my willingness to agree to most of the items in the JAPA pre-condition, we have not had any meaningful response to our request that JAPA read and comment on the draft MOU.

Research into possible alternative fiscal sponsorship. Since May, when it became clear that our needs in a fiscal sponsor are greater than what JAPA has been able to provide in the past, we have been researching other fiscal sponsor possibilities. Ria presented the finance committee with an organization

she believes will best serve our needs including standard monthly accounts, WILPF web-site donation links, notification to all contributors of any amount for tax records, and transparent financial reports of the sponsoring organization.

Goals and Difficulties:

We are not reaching our budget goals. As of the end of May we have had a total income of approximately \$90,000 compared with the budget allocation for the first five months of \$150,000. Our expenses have been \$123,000 with a budget of \$173,000. We are now \$10,000 behind where we should be at this time. This trend indicates a real need to increase our income.

One of the major goals we wish to accomplish at this point is to **finalize a sponsorship agreement that meets our needs.**

We see a need to **develop revenue streams that will allow us to move forward**, supporting increased programming and support for our branches.

Report submitted by Eva Havlicsek, Treasurer

Glossary of Terms:

WILPF: Women's International League for Peace and Freedom

JAPA: Jane Addams Peace Association

MOU: Memorandum of Understanding

Nominating Committee Biannual Report to the Board, July 2013

Chair, Darien De Lu; members Marie-Louise Jackson-Miller and Sabreena Britt

Background and Work Overview

The Nominating Committee is glad to report that we have a committee that works well, enthusiastically, and enjoyably together. We have been busy with a number of projects since the last board report. After over a year of upheaval and intensive recruitment efforts, due to numerous board resignations in 2012, the committee has been glad to have time to work more deliberately.

Most notably, the committee has successfully interviewed and passed along for appropriate approval candidates for the board secretary and the Membership Development Chair positions (approved, filled), the Nominating Committee (approved), and three candidates for Mini-grants committee positions (approved). Additionally, the committee assisted with identifying a number of candidates for the Membership Development Committee (approved).

With the approval of Marie-Louise Jackson-Miller for the Membership Development Chair position, one of the two at large board member positions on the board is now open and we seek applicants.

The committee welcomes all suggestions and leads, for the board and for all other kinds of national openings. Please send your input to nominations@wilpf.org.

The Nominating Committee also explored with the Director of Operations the possibility of using the national office's data base for keeping track of the committees research and potential-openings-candidates' interview information. Unfortunately, due to privacy considerations, the committee established that such use would not be appropriate.

We have also looked at the examples of other organizations in their conduct of elections. Particularly, the committee has investigated online voting for elections (which appears premature for WILPF US at this time) and the kinds of election/balloting materials other organizations use.

The committee has devoted considerable time to development of leadership among WILPF US members, and this is an area that calls for more work and attention.

Nominations are currently open for the 2014 board elections and have been announced via emails to the WILPF US branches listserve, the WILPF US e-news, the WILPF US website, and the *Peace and Freedom* magazine. The Nominating Committee has been pursuing all and various leads on potential board candidates and has circulated a "Board Nomination Form" as well as the application for the board. The committee welcomes nominations. The committee has addressed most aspects of the precedent-setting logistics of the challenging 2014 elections, which mark the start of yearly elections.

2014 Board Election

All the elected board positions will be up for election in 2014, with unusual board terms, as indicated (from our Bylaws) due to the initiation of staggered terms for board election:

President(s): two years;

Treasurer/Finance Committee Chair: three years;

Program Committee Chairs: candidate for this office with the most votes will serve a three-year term and second-place candidate will serve a one-year term;

Development Committee Chair: two years;

Nominating Committee Chair: two years;

Personnel Committee Chair: three years;

Secretary: one year;

Membership Development Committee Chair: three years;

At-Large Board members: candidate for this office with the most votes will serve a two-year term and second-place candidate will serve a one-year term.

Some of the current board members are ineligible for re-election, due to term limits, and all of the following members have indicated that they will not run for the 2014 board, whether for reasons of term limits or other reasons:

- Eva Havlicsek

- Joan Bazar

- Laura Roskos (will serve ex officio as Past President for 12 months on the new board)

- Robin Lloyd

- Darien De Lu

Board members still undecided about their future board plans are the following:

- Sydney Gliserman (currently Program Chair)

- Ellen Schwartz (currently Program Chair)

- Cheryl Diersch (currently Secretary)

- Rita Jankowska (currently at large board member)

The one board members who has indicated her intention of running for the next board is Marie-Louise Jackson-Miller, who will run for the **Membership Development Chair** position.

The Nominating Committee has no other confirmed board candidates at this time.

Board Election Timeline

In January 2013 Committee Chair Darien De Lu asked the board president to place on the board agenda the time line for elections, as stipulated to take place in the Bylaws at the first board meeting of the year. This item was not included in the agenda at the January or the March board meetings, despite Darien's repeated requests. Additionally, under the direction of the board president, Laura Roskos, the board subsequently consensued (with Darien objecting) to postpone the deadline for board applications from the July 2013 date proposed by Darien De Lu to Jan. 1, 2014.

Based on that deadline and a board consensus call, the committee presented a revised approved time line to the board on May 19, 2013. An annotated version of that time line is here provided:

Wednesday, January 1, 2014

Deadline for *receipt* of complete application documents

Friday, January 3, 2014

Deadline for draft campaign statement copy to full Nom. Comm.

Monday, January 6, 2014

Deadline for candidate information to Ria/national office (and full board), to check on membership status and any other considerations

Friday, January 10, 2014

Deadline for approval of campaign statement copy by full Nom. Comm.

Friday, January 17, 2014

Deadline for campaign statement copy to Ria/national office

Friday, January 24, 2014

Deadline for feedback on candidates (meeting membership qualifications, etc.) and proposed campaign statement copy from Ria/national office

Wednesday, January 29

Final copy agreed by Nom. Comm. and office

Friday, January 31

Final copy goes from office to mailing house
(three weeks at mailing house)

Friday, February 21

Mailing is sent to members

_____*(a full month for postal response)*

Friday, March 21

Postmark deadline for ballots

(over ten days after the postmark deadline for receipt and counting of properly postmarked votes)

Friday, April 4

Ballots tallied; results announced to board, candidates, and members via website.

At the (conference call) Board meeting taking place between Monday, April 7 and Monday, May 5, 2014 (inclusive)

New board installed (virtually).

Committee Membership

The Nominating Committee continues to seek additional members interested in leadership development and the recruitment of the best possible board candidates. In the two years of its existence, it has reached out to dozens of potential members and had seven members or "trial members" in addition to the chair, but only two members are current. We particularly welcome members with a long history in WILPF or from diverse geographic locations or with other special background or characteristics that make them suited to the committee.

For all inquiries, please send to nominations@wilpf.org or phone Nominating Committee Chair, Darien De Lu: 916/739-0860 (in California).

UN Representative Update to the WILPF-US National Board

July 9, 2013

By Abigail Ruane

Over the last year I have represented WILPF-US at the UN and among global civil society in discussions of militarization, women, peace and security, and also strengthened connections between the work of WILPF-US and WILPF-International.

In fall 2013, I updated the WILPF-US national board on the creation and plan for the Practicum and Local to Global Evaluation Committee. In February 2014, I represented WILPF-US at the WILPF International Board meeting in Madrid, Spain along with other WILPF-US members Joan Bazaar, Linda Belle, Catia Confortini, Ria Kulenovic, Nancy Ramsden, and Aningina Tshetu. There I worked with Ria Kulenovic and Catia Confortini to post daily blog updates on the WILPF-US website; I also facilitated discussions about WILPF organizational structure where WILPF-US President Laura Roskos was nominated to be part of the Ad Hoc Committee addressing this issue. At the March UN Commission on the Status of Women (CSW), I met with WILPF's Practicum in Advocacy participants, attended WILPF events including Rita Jankowska-Bradley and Melissa Torres' excellent "Ni Una Mas!" event, and wrote-up an WILPF-US ENews overview report afterward.

After CSW, I picked up a second hat as WILPF PeaceWomen Program Consultant and am currently leading the PeaceWomen office while Maria Butler is on maternity leave through fall 2013. In this capacity, I have been able to liaise between international and national WILPF-US programming including by strengthening WILPF-US involvement in discussions of global YWILPF development. Throughout this time, I have continued to highlight WILPF's near century of women's peace activism and strengthen consideration of militarism and women, peace and security at the UN. For example, I have contributed to discussions of sustainable development beyond 2015 including through [a feminist reflection paper on the Post2015 agenda](#).

I have also worked to strengthen WILPF-US as an organization. As Chair of the Practicum and Local to Global Evaluation Committee, I have worked with a dedicated team to draft a report that proposes a three year plan aimed at developing national programming capacity.

There is still much that needs to be done. This summer, I will write an article for the Fall *Peace and Freedom* addressing "best practices" in intergenerational relationships based on conversations I had at CSW this spring. I will continue to be a resource in preparations for the 100th anniversary and YWILPF development. And I will continue to support efforts to promote a sustainable WILPF that promotes peace and freedom both within the organization and throughout the world. I look forward to working with all of you in moving WILPF's goals of peace and freedom forward.