WILPF Board Meeting MINUTES, November 30, 2021 (via Zoom)

Participants:
Board Members:
  Darien De Lu: President
  Nancy Price: At-large Board Member, Co-Chair of Earth Democracy Issue Committee
  Jan Corderman: Treasurer/Finance Committee Chair
  Shilpa Pandey: Membership Development Chair
  Ellen Thomas: Personnel Committee Chair and Disarm Issue Committee Co-Chair
  Linda Conte: At-large Board Member

Steering Committee:
  Jane (Cricket) Doyle: US Liaison to the Americas Region Rep
  Dianne Blais: Board Notetaker and Jane Addams At-Large Branch Convener
  Janet Slagter: American’s Region Alternate
  Laura Dewey: Interim Nominating Committee

GUESTS:
  George Friday: Triad Branch
  Theresa El-Amin: Founder of the Fannie Lou Hamer Branch
  Philip Cole: Disarm Issue Committee
  Barbara Nielsen: Life Member
  Dee Murphy: WILPF member
  Samantha Turner: AHR’s EMIDP sub-committee convener
  Margaret Pecoraro: Disarm Issue Committee

Note: Motions are in bold font; Decisions and Action Items are underlined

Announcements & Check-in (not recorded)

Visitors to the board meeting are able to speak for up to one minute on two items or up to two minutes on one item, as well as for up to two minutes at the end of the open Board meeting.

Old Business

1 - Board and Steering Committee meeting recordings will be used only by the designated notetaker, exclusively for producing accurate minutes, and will not be made “public” or available for other purposes. Passed
2 - Development/Fundraiser Position Proposal: An ad hoc committee of Eileen Kurkoski (Convener), Marybeth Gardam, Nancy Price, and President, Darien De Lu, move forward now on the hiring for this single-purpose position, using the September development/fundraiser position description, making it clear that it is subject to moderate changes in the course of the year, including (if mutually agreeable) a possible increase in hours. Passed

Hiring Process:
1) The ad hoc ctte. will advertise and interview for the position. (The opening will also be posted on our website and be announced in the eNews Updates. Additionally, they’ll specifically contact current staff to announce this new position and invite referrals.)
2) The ctte. will confer and present the top 2-4 candidates (with specific salary recommendations for each) in the executive session of the Jan. board meeting, recommending – if appropriate, from the quality of the candidates – at least one candidate.
3) The board will make the final decision on their first and second choice.

3 - US WILPF Committee Guidelines, Best Practices & Information: We will vote at January Board meeting on latest version: 21-11, rev. 2

4 - Proposal to continue WILPF US collaboration with An Economy of Our Own in 2022, with a donation of $1,900 Passed. Nancy noted the benefits of this relationship.

5 - US WILPF Branches Listserve, Best Practices & Information latest version: 11-21 Passed

New Business

6 - In-person meeting Whether we do this depends on the pandemic status, but the Steering members should save these dates (as no conflicts were noted):
   a. Evening, Thurs., May 5 to afternoon, Sun., May 8
   b. Evening, Thurs., May 12 to afternoon, Sun., May 15
   c. Evening, Thurs., May 19 to afternoon, Sun., May 22
   d. Evening, Thurs., April 21 to afternoon, Sun., April 24

7 - This item (Darien’s Branch Development proposal) was postponed to later in the agenda, so Cricket, who was presenting this item but was delayed in joining the meeting, could prepare.

8- Jan’s Spending Proposals: Jan had suggested several spending proposals. Darien explained that, for effective use of the limited time in Board meetings, any proposal to go before the Board should be reviewed beforehand – either or both having gone through a pre-board discussion in the appropriate (related) committee – with a specific recommendation from
that ctte. – and/or at least one second from a Steering Ctte. member before it can be added to the Board agenda. (Whenever there is an appropriate ctte. currently having meetings, the discussion and recommendation from the ctte. is required – unless there is time-urgency.)

The Board discussed two of Jan’s proposals:

1) **Issue Committees’ Allowance be raised from $400/yr. to $500/yr.** It was noted that this allowance has stayed at $400 (which does not carry over if not used) for many years. **Passed**

2) **Mini-Grants** (currently are allocated for up to $10,000/yr. with $2,500 max. for one grant) and have to be applied for only at certain times of year, to be utilized within a year. Jan will confer w/ Ellen Schwartz and Barbara West, the current mini-grant committee, to determine what changes would be reasonable for her to propose.

[postponed from above: 7] – **Darien’s Branch Development proposal** (seconded by Ellen Thomas): A grant program to cover 90% of the cost of paying for a few hours of work per month on a branch project, with the default project being oral histories of notable and/or long-time members. This should strengthen branches in doing projects they choose. The branch can hire an independent contract worker with the project funds, and WILPF US staff would advise them on applying and identifying their branch project.

Darien was disappointed that board members had not considered and discussed this proposal in the past month, after it was presented at the October Steering meeting. She noted that she has not gotten help with writing the documents.

Ellen said that getting all the Board meeting documents at one time would be helpful.

Nancy noted that the proposed process needs to be clarified. Cricket noted feedback between meetings is needed.

9 – **Proposals for three new positions:**

1) **Electronic Communications Specialist** – For a specific (pre-identified) candidate, a temporary position for 12-18 month, about 10 hrs./week, for work including developing our strategy for comprehensive electronic communications publicity and outreach (social media, radio, blogs, graphics for electronic use, etc.) and producing such media.

2) **Social Media Staff** – For a specific (pre-identified) candidate, this single-focus position of about 5 hrs./week could begin immediately, could collaborate with the Specialist and staff member, Michael Ippolito, and
would, in these ways, be the foundation for the rest of our social media work.

3) Assistant to the President – this ongoing position for about 5 hrs./week, for work primarily assisting the president but also doing other defined work for WILPF US, overall, including taking the minutes for the Program Committee meetings and facilitating scheduling for our zoom account.

As it was not appropriate to discuss specific staff matters in the open board meeting, the board met in executive session immediately following the open board meeting for more discussion and decisions.

Background: The Personnel Committee, through the eNews editor interview process, identified an excellent candidate for a temporary but key Specialist position. The first two positions above allow us to restructure the job description for our current Communications Coordinator (Michael Ippolito) to encompass increased program and branch support work and collaboration with the Electronic Communications Specialist.

Laura spoke about the importance of social media to help us grow.

A voice vote was taken on the third proposed position: PASSED.

Darien was approved to proceed on the hiring of the Assistant to the President

10- Budget presentation – Jan shared the screen and discussed bequest income (and the amount that must go into savings), expected expenses, a budgeted $156,656 deficit, WILPF International’s request for us to help other WILPF sections (which Jan hopes to discuss at January’s board meeting), etc. The 2022 budget – with additions/changes based on proposals passed above, was approved unanimously.

11 – Proposal for two month Board Appointment for Jennifer Bailey to the vacant Program Chair position effective Dec. 1 until the Jan. 25 investiture of the new board members. Jan asked that Dianne B. also be appointed as Secretary.

This and the next item were voted on in the executive session of the board immediately following the meeting.

12 - Board (Standing) Ctte. member appointments:
- Finance: Eileen Kurkoski, Linda Conte, and Marci Henzi
- Personnel: Jan Corderman, Judy Adams, and Dianne Blais, all of whom helped enormously with the search for an eNews editor during October and November 2021.

There were no comments or questions as to the procedure or the proposed appointments.
13 – Proposal for formalizing member information confidentiality. **This proposal was approved in concept.** This new agreement will communicate our expectations of personal information being used only for WILPF purposes—and how we’ll enforce that. Members will have to comply with these expectations, in order in the future to use WILPF resources, like the website, the eNews, or the WILPF US Zoom account.

14 - **International Nominations Ctte. Candidates** – Darien reiterated that this opportunity is available, naming the candidate so far. More candidates may apply, up through 3 pm PST on Thursday, Dec. 2.

15 - **Investiture of New Board Members at Jan. 25, 2022 Meeting** – The Bylaws do not specify when, at the first board meeting after the elections, the new board members should take office. Darien suggested that be after the first five items of old business and before Committee Guidelines, Best Practices & Information vote. Jan and Ellen thought they could be invested at the beginning of the meeting. **The revised timing proposal passed unanimously.**

16 - **Visitors’ Comments** – up to two minutes per person. Barbara is going to write a memo about committee guidelines and consensus. She noted the budget was the largest she’s ever seen.

Theresa reported that Melissa Torres rejoined WILPF US due to the Black Liberation Caucus.

Samantha would like a recording of the meeting so that she could go over the language of board members, in context, with people who want to become more aware of and, then, to dismantle white supremacy.

**Open Board meeting adjourned and guests asked to leave. Recording stopped.**

**Executive Session**

Two-month Board Appointments: Program Chair and Secretary: **Passed**
Board (Standing) Ctte. member appointments: **Passed**
Hiring/personnel – The two remaining three hiring recommendations (item 9, above): **Passed.**