

Women's International League for Peace and Freedom, U.S. Section  
National Board Meeting, March 21-23, 2009  
Boston, MA

### Saturday morning, March 21

Present: Laura Roskos, Nancy Munger, Barbara Nielsen, Mary Zepernick, Chris Morin, Ann Chalmers Pendell, Lois Fiedler, Audley Green, Pat O'Brien, Robin Rose (YWILPF), Jessie Bombasaro Brady (YWILPF)

Excused: Tura Campenella Cook, Carol Urner

Staff: Stacey Ferguson (WILPF), Kristina Sandfoss (WILPF intern), Linda Belle (JAPA)

Members (dropping in and out throughout day): Claire Gosselin, Nancy Ramsden (treasurer, WILPF International), Virginia Pratt, Andre Sheldon, Marie Jackson Miller

9-9:30 a.m.: *Recognition ceremony for Ann and Chris*, who will be leaving the board after this meeting.

Task assignments: Facilitation-Laura; Timekeeping-Audley; Chart padding-Nancy Munger; Vibes watching—Jessie; Notetaking: Kristina

9:30 a.m.: *Agenda Review and call for new business*

Switch Y-WILPF membership effort discussion to Saturday.

Add discussion of next national congress and congress committee formation to agenda for Monday.

Add discussion of protocol/release of members' images and names to agenda.

10:00 a.m.: Check-in

What's going on in your branch or issue committee that keeps you involved with WILPF?

#### 1. *Roles and Responsibilities*

There has been a lot of confusion and mixed signals about who is accountable to whom in our new hand-on structure. Policy formation has not kept up with reality. Laura proposed using newsprint along with colored post-it notes to help create and visualize flow chart. Our flow chart needs to address purchasing, pro bono attorneys, contractors—clarify accountability structure. Some of the questions surfaced by this exercise were:

- How does staff relate to the board?
- How do members contribute to work of organization?
- To whom does Stacey report? Who is her "boss"? Who are her peers? Colleagues?

(informal consensus is that co-presidents have day to day responsibility to provide oversight and guidance for Stacey; that Stacey has authority to act within her job description and within the established policies and approved budget in those areas where she has authority)

Stacey has been collecting documents to create a policy and operations manual. She would like to collaborate with International in developing aligned policies in those areas where practicable. Although JAPA is located in the U.S., its usefulness as a model for the section is limited. International has a membership structure, making it structurally more similar to our section than JAPA is although the legal framework governing its operations is pretty different.

Nancy asked about International's operational policies and the authorities of the executive committee and International Board. Barbara agreed that Stacey reports to co-presidents who would then sometimes need to turn to appropriate committee or the steering committee for advice or decisions.

Linda and Stacey reiterated a need for clarification of decisions she has authority to make, the criteria for judging what decisions lie within her authority. Ann noted that flexibility with regards to budget line items depends on redline, our own history of misallocation.

Laura noted that many committees are awaiting some decision on who and what the next hire will be, and that this information was directly asked for by the Development committee in its report. Linda warned about potential problems in meeting the income projections in the budget; sees too much reliance on bequest fund, necessitates saving. Lois agreed that it is hard to estimate future donation amounts, discussed the issue of talking for someone else. Barbara decided to wait until finance discussion to express budget considerations about operations. She agreed with Nancy that framework needs to be set. Lois thinks that responsibilities of national director should include development. Mary says we should decide process for proposing draft job description and hiring timeline.

\*\*\*Break-Laura suggested working on flow chart diagram drawings during break

## 2. *\*Executive Session\**

Non-Board members were asked to leave the room so that the board could discuss the D.O.'s recent evaluation in private. Board members present: Mary Zepernick, Chris Morin, Ann Chalmers, Barbara Nielsen, Lois Fiedler, Audley Green, Nancy Munger, Pat O'Brien, Laura Roskos, Robin Rose, Jessica Bombasaro Brady.

The personnel committee consisting of Mary Zepernick (chair), Linda Belle, Darien DeLu, Deb Garretson, and Nancy Munger recently completed a performance evaluation of Stacey Ferguson, Director of Operations. While noting both areas of excellent and areas in need of improvement, the evaluation signaled a pressing need for revising Stacey's job description to bring it into better alignment with the needs of the organization and the realities of the job. The report also made the following recommendations to the National Board:

- Challenges are that Stacey is the only staff person, having interns will help.
- We should inform rest of members to remember that we only have one staff member
- Mary as chair, should be utilized as the point person for any concerns
- Mary comes to the office once a month
- DO would like to coordinate volunteer team for certain projects and office work

**Decision: The board supports the Director of Operation in working to decentralize/enhance issue committee resource distribution and will work to engage the appropriate issue committee people in creating the new system Stacey envisions.** (Consensus on 3/21; no stand asides)

**Decision: The board supports the Director of Operations' plan to establish a coherent and ongoing process for archiving materials, including the development of a manual for use by issue committees and branches.** (Consensus on 3/21; no stand asides)

**Decision: The Board will educate our members about the Director of Operations’s work week and respecting her time off. The point person for complaints is Mary Zepernick, reachable by e-mail or phone.** (Consensus on 3/21; no stand asides)

### *3. Union relations and 1099 Contractor Hiring*

Barbara clarified the Board’s responsibility to “meet and confer” with the union regarding the hiring and job descriptions for independent contractors and the union’s role in signing off on same. Laura explained positions of current contract employees. Barbara suggested that we use the resolution of issues around existing, acknowledged contract workers as precedent in negotiating for future contractors. Nancy suggested trying to get a “blanket statement” of consent for contracts of a certain size and scope.

**Decision: Board instructs Laura, Barbara and Mary to inform Alexis Buss of our contracts specifically with Racial Justice Trainer, eNews Editor, and on an ongoing basis regarding new 1099 contracts.** (Consensus, 3/23; no stand asides)

Stacey asks negotiating team to determine if any criteria can be obtained to help her have a standard operating procedure, establish connection between Stacey and Alexis Buss so that if there is any vendor under \$500 Stacey can contact Alexis herself.

**Decision: The Board instructs Laura, Barbara, and Mary to attempt to contact Alexis Buss about negotiating talks to resolve the remaining points of the IWW contract by March 31, 2009.** (Consensus, 3/23; no stand asides)

### *4. YWILPF Participation Agreement*

Robin reintroduced YWILPF policy draft and opened floor for discussion of policy resolution. Laura recapped past discussion of YWILPF and Linda’s question about consequences that led to non-ratification of draft. Robin stated the YWILPF is working on developing protocols on function and accountability. Chris offered that this is longstanding issue since WILPF is not a mandated organization but rather one based on trust and there is no real protocol or consequence for non-accountability or lack of follow through. Laura adds that the resolution as drafted distributes responsibilities among everyone. Jessie understands the expectation for budgeting, feels internships will lead to structure, asks for trust and stresses importance of the program.

Nancy asks for explanation of question of consequences and expresses support for internship program. Stacey voices support for YWILPF and states that the YWILPF internship position is integral to the success of YWILPF. Linda responds that the question was regarding the rights and responsibilities of the group as receiving allocated funds. Laura asked for clarification that YWILPF stayed within budget for its 2008 expenses; Stacey verified that they did. Nancy asked if there is a need for oversight beyond general support and communication if YWILPF is in budget and staying within. Laura noted that in Y-WILPF’s report, they have asked for a mentor in budgeting and finances.

Barbara removed her previous block to ratification of original proposal.

**Decision: Proposal on YWILPF participation in National section and board is adopted and remains in effect, until fall 2010 Board meeting, at which time Board will need to consider if by-laws need amending in area of YWILPF board seats.** (Consensus, 3/21; no stand asides)

### *5. Email Etiquette*

Laura gave background on issues arising around the use of e-mail to feed and spread non-productive conflict in organization. She singled out the use of BCC (blind carbon copy), currently strongly discouraged under our accepted protocol for use of email. Ann asked who needs to be part of email reply. Jessie handed out a draft of proposed amendment regarding consequences for email etiquette violations, explaining that e-mail insults were demoralizing not just to the recipient but to all included in the distribution of such e-mails and deleterious to the engagement of volunteers in the organization.

Robin recommended the addition of mediation among parties as something by-standers to an escalating conflict could request, recognizing the effect of emails on organization as a whole. Stacey applauded proposal, asked for clarification on mediation (procedure, policy, provision). Ann asked if everyone is open to mediation in all cases and if there should be consequences. Nancy noted that the e-mail etiquette is not part of the by-laws and can be changed by consensus of the board. Laura proposed forming a working group to address these issues of e-mail conflict management, to begin working on language for a proposal at this meeting. Stacey, Chris, and Jessie volunteered to join this group.

#### *6. Reimbursement Policy*

As Stacey indicated in her report, there have been incidents that show the reimbursement policy is not comprehensive or detailed enough. Need language that says what exactly will be reimbursed, the time frame for requesting reimbursement and clarification around the question of what travel is board or staff travel? What travel is personal? On what grounds can reimbursement reasonably be denied?

Stacey recommends that policies offer more guidance, use language that is more precise and descriptive, and that policies governing board travel be revised and updated. Nancy moved to separate questions, - agreed-, use of the word 'should' is problematic instead change to 'will.' Stacey reiterated need for more explicit language regarding expense documentation. Pat suggests that an ad hoc committee be formed to draft recommendations for new language. Stacey asked that the ad hoc committee have specific language to present by end of this meeting.

Decision: An ad hoc committee comprised of Stacey, Mary, and Linda will clarify reimbursement policy language by May 2009 and send to board for approval via e-mail. (Agreed to by appointed members on 3/21)

**Decision: Members agree that receipts requiring reimbursement for this meeting must be turned in by April 11, 2009.** (Consensus on 3/21; no stand asides)

Laura-restated 2<sup>nd</sup> question: Who decides who goes where and under what circumstances? Stacey is concerned that some board members travel more permissibly than others, and wants specific language to guide this determination.

Laura listed the specific budget line items where travel monies might be drawn from; explained that the monies donated in 2006-8 for branch travel were never earmarked in the budget itself when deposited. Chris proposed travel expenses provided to visit branches and spread WILPF; Audley expressed interest in traveling to branches without reimbursement. Nancy stated there is no money in the 2009 budget for board travel outside of board meetings. Claire Gosselin offered her opinion that if money were available, it should be used for co-president's outreach to branches. Mary suggested that branches contribute to fund these visits if possible, and travel expenses should be sent in. Stacey illustrated the importance and effectiveness of face-to-face meetings in healing the organization and gaining the cooperation of branch leaders for changes such as the conversion to DIA. Pat suggests ad hoc committee. Ann stated that travel to branches does earn money for WILPF.

Laura asked whether it was necessary for Board members to get permission to travel as a representative of WILPF when no reimbursement for expenses is sought or expected? In these instances, what is the accountability to WILPF? Stacey pointed out successful outcomes from branch visits made by co-presidents.

Issue tabled for further discussion on Monday. Meeting adjourned for lunch.

### **Saturday afternoon, March 21**

Present: Laura Roskos, Nancy Munger, Barbara Nielsen, Mary Zepernick, Chris Morin, Ann Chalmers Pendell, Lois Fiedler, Audley Green, Pat O'Brien, Robin Rose (YWILPF), Jessie Bombasaro Brady (YWILPF)

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Staff: Stacey Ferguson (WILPF), Kristina Sandfoss (WILPF intern), Linda Belle (JAPA) (left prior to adjournment for day)

Members (dropping in and out throughout day): Claire Gosselin, Nancy Ramsden (treasurer, WILPF International), Virginia Pratt, Andre Sheldon, Marie Jackson Miller, Elena Stone

Task assignments: Facilitation-Pat; Timekeeping-Chris; Chart padding-Robin; Vibes watching—Ann; Notetaking: Kristina

#### *7. Communicating Our Program*

Laura presented data prepared by Rachel illustrating open and click through rates for our mass e-mails using DIA and explained some of the data on specific e-mails. Nancy explained processes used to increase email use; compared to nonprofit average WILPF statistics are higher in opening mail and clicking through a link. Stacey clarified that there are some inactive email addresses still in DIA, and estimated 3500 active email addresses; explained that to add an email address to DIA a person has to first make a payment. In reviewing Rachel's data, Barbara questioned a high number of unsubscribers resulting from a specific email. Laura noted that the email in question was the electronic version of our annual appeal letter. Pat said that using the word 'support' in the title may have triggered the email message as spam. Laura pointed out that click through rates on action items are high. Pat-talked about how emails addresses can be added from petitions.

Ann asked how can enews be expanded to non members? Robin noted that increasing access without membership/donation could increase participation by non members. Laura proposed that the board take some action to encourage issue committees send more action items out via DIA. Nancy explained that we can only add e-mail addresses of those who have given permission. Stacey talked about how the DIA website works for payment and membership renewal. Laura feels that expanding email reach of WILPF should be a priority, including using the tactic of having the WILPF link posted on well-known political blogs. Ann talked about past strategies of referring email addresses of friends. Linda recommended personalizing emails. Nancy raised the issue of those who are not using email and/or internet, involves branch communication. Lois noted that reliance on email means that some branch members are not connected, follow-up phone calls are important. Stacey stated she will work with DIA to see if it is possible to separate members and nonmembers into separate categories so that different messages can be sent to each group. This would also facilitate creating a pathway for non-members to sign up for our e-news and e-alerts. Laura

reminded Stacey that membership page on WILPF website should ask 'Are you under 35?' since there is no way to track ages and YWILPF needs this information for organizing.

#### *8. Endorsements and Sign-ons*

Laura noted that in the past there have periodically been suggestions made regarding the possibility of bringing *International Peace Update* and *Peace and Freedom* together as one international journal; then, just recently WILPF international's website crashed and this started discussions among the International staff about the feasibility of creating a unified WILPF portal on the web, as a gateway to international, WILPF U.S. and other sections, Peacewomen and Reaching Critical Will. Laura was brought into this discussion via e-mail and has referred the question to the ad hoc communications committee for further development; Nancy and Barbara are both enthusiastic about the possibility.

Laura wants issue committees to take positions that the co-presidents can sign on to for WILPF U.S.; she would also like to see more of these developed into e-actions for our members and outreach. Pat asked if there is a written process or should there be one with steps available for people interested in gaining a WILPF endorsement? Nancy noted that there is a policy, outlined in the co-presidents' report, that can be made available. Laura pointed out that there is a codified e-action alert policy, should the endorsement policy be the same? Claire Gosselin suggested that there should be an easy access point online for members to get involved in initiating sign-ons and endorsements. Laura noted that branches should have access to the process also. Laura asked if a version of the endorsement policy should be posted on the website that directs people interested in endorsements to contact the co-presidents?

Language will be posted on the website that reads as follows "WILPF endorses actions initiated by aligned groups and issues statements at the international, national, and branch levels. If you or your organization would like US WILPF to take a position on an issue that matters to your organization, please contact US WILPF Co-presidents at [dialogue@wilpf.org](mailto:dialogue@wilpf.org) with your clearly stated and prepared request. Local WILPF branches can and should endorse local activities and address local issues but must also follow this process to obtain endorsements from the national section or International."

#### *9. Money Matters: When and what financial info should be shared with members?*

Barbara is frustrated at lack of current and consistent reports; there has been rebudgeting, and the information is so fluid there is no good answer to give to members. She wants feedback on what can be given beyond the 2007 audited information. Laura suggested that a simplified version of budget might be appropriately sent to members. Linda has trouble understanding why it has been so difficult to get figures? Laura understands the frustrations of not getting timely reports, but sees this as a consequence of the decision to limit bookkeeper's hours and thinks there is information that can be released to members—possibly a treasurer's column in monthly report that provides transparency. Nancy feels question is whether and what financial information should be sent to members rather than the numbers themselves. Ann suggested a pie chart or another graph. Lois thinks that lack of information is part of the problem. Pat thinks that reorganization of donor info into DIA is helping to correct reliability issues. Chris stated that this is another arena that highlights the issue of trust.

Linda suggested publishing unaudited Profit and Loss reports as is, listing as updated as of... on the spread sheet whenever new data is requested. Nancy pointed out the difficulty some members and some board members have understanding financial information and the fluidity of it. Jessie thinks that sharing fluid accounting information outside of a narrative report would cause problems.

Ann suggested a note with a chart saying if you want more information contact... Claire Gosselin agreed that simplicity is better. Nancy tabled this issue for more discussion on Monday morning.

## 10. *Growing Our Finances*

The goals of the development committee are monitoring income and growth monthly, insuring WILPF operations, and finding new sources of funding. Be open to ideas for fund-raising events for WILPF. Lois recalled that there have been discussions of collaboration between JAPA and WILPF, including the area of planned giving with leadership offered by Sandra Junier of the JAPA board. Ann noted that the planned giving committee of the JAPA board has not been very active. There is an idea for filming older members to attract new members. There has also been discussion of how the Jane Addams Book Awards fall ceremony could be turned into fund/membership raising event. Laura said that the Brooklyn Historical Museum could be used as event venue. Mary noted that Peggy Lipschitz could possibly be used. Lois noted that Jeanmarie's movie about Jeanette Rankin (*A Single Woman*) does not highlight WILPF, which is disappointing as Jeanmarie has promised a portion of the sales revenue from the DVD to WILPF. A screening of the film in Palo Alto did not make any money. We need to increase donations from regular donors, need more follow up calls to high donors, and callers need to give feedback to Lois. Tentatively preparing letter to regular high donors about planned giving, need to expand existing donor list, need to know who donors are.

Stacey updated the board on status of bequests, noting two in process of uncertain size. Recently, she has received letters from the estates of a few bequestors' noting that their assets had diminished and no funds would be forthcoming.

Lois discussed lack of income from grants which is something that needs attention. Last year, the board hired Elena Stone (grant consultant) to prepare a prospect list and initial letter of inquiry to foundations. Now, Lois needs guidance from board about focus of grants.

Discussion of the status of joint fund-raising for WILPF and JAPA decided that both boards are in agreement but area needs to be built up. Laura pointed out that this should be topic for the development committee. Lois said that there is no money in the budget to send out planned giving mailing and that Sandra Junier has proposed asking the JAPA board to fund this. Barbara asked if Linda has permission to work with WILPF on planned giving and fund-raising. Ann stated that Linda cannot do both and the fund raising work would fall on volunteers. Linda said that JAPA is holding some funds that were sent with the agreement that earmarking would take place at a later date and that she could speak to these donors to ask if they would be okay with using these funds to support WILPF's planned giving expenses. Laura brought up that there are other current expenses that these funds could go towards that may be more urgent in meeting WILPF's goals. JAPA and Development Committee will develop a proposal for joint fundraising. Nancy asked if there are enough people on the development committee to do both projects?

Jessica stressed that committee members will need clarification on what the grants will be used for, what type of position will be funded, recent conversations have focused on looking for national director position funding. Barbara asked what does it reflect about our organization that it would rely on grant (i.e., soft) money to fund such an important position? Jessica will research the advantages and disadvantages of grant funding for staff. Laura senses a hesitancy to commit to a clear sense of what WILPF is headed towards. Linda-hesitancy is due to budget concerns. Nancy feels this is a question of first deciding what WILPF wants and then deciding how to make it happen.

Lois discussed the expectation that each board member contribute \$500; offered a reminder to report to Lois what time, energy, and funds each board member is contributing. Pat noted that contributions can include money that is brought in from branches and other sources, including earmarked funds. Mary remarked that there is a difference between earmarked funds and program driven funds.

#### 11. *Membership Drive*

Jessie introduced a proposal regarding campus organizing noting that with the new proposal there would be regional branches versus campus YWILPF branches. The goal is to develop a diverse membership and YWILPF feels that targeting colleges would limit the membership. Looking for issues to rally around and associate YWILPF with such as gay rights, climate change, etc. Working on creating handbook for how to create a non college branch.

Laura asked if the terms of membership for YWILPF are the same as for WILPF? Robin clarified that a YWILPF member is a WILPF member under 35 yrs of age. Stacey noted that there will be tag on the YWILPF link asking 'are you under 35?' Jessie explained that this summer, there will be a Connect Day organized by Robin. Lois and Stacey offered suggestions of possible connections for YWILPF to work with. Mary supports Connect Day and emphasized follow up, suggested calling branches.

Chris noted that branch participation is crucial to meeting the goals of our membership drive and there is concern that this is not happening. It would be helpful if calls could be made to branches to see what is planned/suggested for WILPF's birthday on April 28. It should be stressed to branches that birthday events should be a public and that they simply need to ask people to join, in a straightforward way. Chris is researching how Facebook can be utilized to connect with WILPF website. Laura suggested issue actions be sent out through Facebook. Lois said that some branches feel information about coordinated activities comes out from national office too late for them to act on it. Laura noted that if April schedule is kept year after year, it may become more integrated into branch calendars. Pat suggested a countdown on the homepage leading up to the centennial; that this could be used to publicize history and remind branches/members to be aware of date.

Laura asked about the distribution plan for the new membership brochures. Chris said brochure will be sent out electronically to branches first, suggesting to branches that they can self-print. Nancy Ramsden reported that the international vice presidents will be sending out membership brochures to all WILPF members this April to meet their goal of having 1 million members by WILPF's 100<sup>th</sup> birthday. Stacey suggested coordination with International office to streamline communications sent out to members. Audley asked: what is the plan for adopt-a-branch? Lois volunteered that she and Barbara will take care of California, Oregon and Washington branches. Chris stated that adopt-a-branch is about more than membership, it is about connection between national and the branches. A list will be made up and distributed for members to contact branches. Chris will make up the branch lists and distribute them to board members.

Elena Stone joined the meeting.

Elena shared her history of fundraising research and proposal writing for YWILPF, and her background in grant writing for the past 20 yrs including Oxfam. She stressed the necessity of building relationships with foundation prospects. Discussed how funding to support a National Director could be obtained through program grants, general operating funding, and capacity building grants.

Stacey made announcements.

Meeting adjourned for the day at 6:10.

### **Sunday Morning, March 22**

Present: Laura Roskos, Nancy Munger, Barbara Nielsen, Mary Zepernick, Chris Morin, Ann Chalmers Pendell, Lois Fiedler, Audley Green, Pat O'Brien, Robin Rose (YWILPF)

Excused: Tura Campenella Cook, Carol Urner

Staff: Stacey Ferguson (WILPF), Kristina Sandfoss (WILPF intern)

Members (dropping in and out throughout day): Gretchen Klotz, Libby Frank, Nancy Ramsden (treasurer, WILPF International)

Task assignments: Facilitation-Mary; Timekeeping-Nancy; Chart padding-Lois; Vibes watching-Laura; Notetaking: Kristina

#### *12. Internal Racism Workshop, part 1: Building an inclusive program*

Pat O'Brien presented the film "Race: the Power of an Illusion" for viewing followed by reflection and discussion.

#### *13. Internal Racism Workshop, part 2: Action Planning to Undo Internal Racism*

How to continue internal racism work beyond the workshops? Do we know if/how anti-racism work is interwoven to our program work? Into our three pillars: end war and militarism, promote human rights for all, care for planet earth? Stacey suggested that each issue committee nominate a person to look at their issue from a racial justice perspective and create report and recommendation of how their work is promoting racial justice programmatically and internally. Chris supports integration of racial justice work into all our work and feels this would give direction to the Building Beloved Community issue committee. Laura noted that an issue committee self-audit could be modeled after gender audits and report on people involved (racial balance), sub-issues (articulated emphases), allocation of internal resources of time and money (evidence of involvement). She pointed out that the understanding of the three pillars needs to be clear before trying to relate racial justice to them. Nancy explained three pillars and aim of aligning US program with international program. She asked if we have ever done a gender audit of our organization or program. Stacey noted that there needs to be a clear understanding of what should be produced in terms of a racial justice audit and to whom it should go.

Laura restated purpose of asking issue committees because it will yield fuller picture of what's going on, observe and build synergies that will further work, give a concrete measure and therefore teach issue committee basic human rights monitoring techniques. Stacey identified 3 steps for this process involving the program chairs, development, programming. Laura noted that the existing reports of proposed action plans by issue committees should give committees answers to some of these questions. Stacey will research into how audits work for other organizations and find the connections to other organizations. Laura brought up that mini-grant proposals ask these questions, program chairs can report on how their objectives have met with success and use to evaluate. Chris and Stacey will work on starting this process.

Action plan: Chris and Stacey will speak to program chairs on how racial justice is integrated in issue committee actions through an audit that reports resource allocation, articulated emphasis, and internal functioning. Process steps: (1) confer with program co-chairs to determine what information may already

be available and what sort of request might yield high participation on part of issue committees; (2) take draft audit instrument to BBC for review and comment; (3) present audit instrument and request to issue committees. Goal: develop data and scale for measuring improvements in our racial justice outcomes.

Robin suggested that all meetings/conference calls should begin with an articulated acknowledgement that “this is an inclusive space” to consciously remind everyone. Lois compared to this to AA, where unity of purpose is built through a known ‘slogan’. She noted that this could be an avenue for WILPF members to more clearly state and explain identity of WILPF. Robin will draft an “opening statement” that can be approved by the board tomorrow; we will begin using it in board and standing committee conference calls.

Pat suggested setting aside a mini grant to ‘diversify the table’. Barbara stated that mini-grants should be for short term programs and that racial justice work should be funded from the general operating budget, continuing Sha’an’s work, make message consistent and clear that there is funding because it is an important part that we are recognizing. The board requests program chairs to present a report to the board by the end of the year on how racial justice work has been integrated in mini-grant proposals.

Lois asked for an update on the White Privilege Workshop project? General agreement to move discussion of this topic to end of the day at 5:30.

#### *14. Identifying infrastructural needs through program-based budgeting*

Laura explained some of the challenges we’ve faced in keeping already approved programs within budget. For example, the White Privilege Workshop program required outreach and promotion which weren’t planned for in terms of time or money, Sha’an has spent extra time on prep work for consultations and the budget provides no compensation for this, there have been unanticipated ground travel expenses and demands put on Stacey’s time to support Sha’an. We need to do a better job of anticipating not only the direct costs of programs we authorize but also their indirect or overhead costs. She provided an overview of all the costs, administrative and direct, associated with the intern program to illustrate the staff resources that go into programs. With the intern program, these costs include bookkeeping and payroll, as well as recruiting, interviewing, training, and supervision. Barbara noted that the practicum would follow this program budgeting plan. Laura provided the 2008 budget for the practicum to see how the budget worked and how the new budgeting plan would work.

Barbara asked if everyone realized and felt comfortable that if donor funds are not available then WILPF would be covering expenses/salary support associated with a donor or foundation funded project. Nancy feels we need to do an analysis of staff time and where it is going, need to shift to a cost based mentality. Laura explained that program-based budgeting would help track and evaluate staff time. Ann reminded us that a percentage from grants goes to JAPA even before any overhead goes to WILPF.

**Decision: Board requests that every new programmatic initiative be budgeted so as to include a percentage for direct staff costs as well as an appropriate amount of staff time and resources as indirect or overhead, and that this is a start toward tracking administrative work.** (Consensus on 3/22; no stand asides)

Barbara suggested that a working group be established to draft a submission to finance for overhead, provide a template. Nancy noted there needs to be an amendment to show how staff time is being spent.

#### *15. Internship Program*

Stacey explained design of internship and implementation of midterm oral and written and final evaluations, weekly log sheet to shape experience at WILPF, copies of production/project archived at office, suggested development of internship orientation packet clearing identifying the parameters the intern is functioning within, include a summative paper or report from graduate student interns that would be submitted to the board.

Pat wanted to know how much time is spent on internship development and whether that fell under the job description of the DO. Stacey stated there is no program staff therefore no programmatic interns; she is the one who screens all applications, makes phone calls, interviews, drafts contracts/workplans, processes paperwork. Mary reported that the personnel committee is working with Stacey on rewriting DO job description. Laura requested that Stacey take the lead on providing profiles and pictures of interns be published in next *Peace and Freedom* and possibly on webpage.

Stacey said outreach for internship program is already on our website and that advertising for WILPF internships appears on other web sites. Barbara asked who the current interns are and what areas they are working on and would like to make sure issue committees are aware of and have the opportunity to use interns. A discussion ensued about varying abilities of issue committees to support an intern.

Laura brought up questions raised in DO report. Barbara recommended and board agreed that internship stipend levels should be proposed to Personnel by Stacey, and with their approval forwarded to Finance.

Meeting adjourned for lunch at 12:45 p.m.

### **Sunday afternoon, March 22**

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#### **16. *Updating By-Laws***

Laura introduced the topic by describing how by-laws revisioning is an ongoing process, particularly in the absence of a Board secretary. When thinking about by-law changes, it's important to be clear about the organizational objectives, so that the appropriate point of revision or place of intervention is chosen. Libby introduced herself as representing the membership council. She noted that she appreciated the challenges of operating without a board secretary to spread information to the Branches. She stated that the Board should serve the membership not just govern the organization and that she feels that the current by-laws don't serve the interests of the members in part because currently there are no mandated membership representatives on the Board. In addition, there is no means for the membership to express their dissatisfaction with individual board members, the board president is not elected by the membership but rather by their representatives already serving on the board. She welcomes having the minutes of

board meetings posted on the web and believes the “blue sky” bylaw amendments will make WILPF stronger. Nancy asked if everyone was familiar with the current board election process? She noted that it’s important to know the history behind the specific bylaws we have so as to avoid returning to prior systems/languages that were ineffective or problematic. She suggested that an ad hoc bylaw committee be established to review the bylaws and make suggestions for changes, keeping the language less specific so as to be flexible but not too vague.

Mary asked Libby about the process and functions of the membership council, and was referred to an article in the most recent issue of *Peace and Freedom*. Barbara asked if there are historical versions of the bylaws archived at Swarthmore that an ad hoc committee could use as a resource for historical research? Ann recalled that regional member representatives were on the board before the board was streamlined.

Pat pointed out that the current board members do bring membership concerns to the board. Libby stated that under the current structure board members handle specific functions, not general membership concerns. She also noted that there was no competition for board positions in 2008 elections and she feels there needs to be someone to improve relations and ameliorate concerns between the board and membership council. Laura, Chris, and Stacey all discussed that the board and they as individuals have worked to address concerns, handle problems, and promote communication between the board and membership.

*16.a. Packet 1: Nominating Committee Bylaw Changes*

As chair of the nominating committee, Pat addressed the need to remedy inconsistencies in language of bylaws.

Laura proposed accepting new language for Article IV Section A.1 and Article VI as prepared. New language is as follows:

IV.A.1. The National Board shall consist of the following: one or two National Board Presidents, Treasurer/Finance Committee Chair, Secretary, Personnel Committee Chair, Development Committee Chair, two Program Committee Chairs, Nominating Committee Chair; ex-officio positions are Immediate Past President(s) of the Board, President of the Jane Addams Peace Association, U.S. Member of the International Board, and two Y-WILPF representatives of the U.S. Section affiliate to the International Young WILPF network for members 35 and younger.

**Decision:** To adopt new language on Article IV Section A.1 as rendered above. (Consensus on 3/22, no stand asides)

Laura proposed accepting the following new language on Article IV Section F:

IV.F. The Nominating Committee shall recruit potential board members and emerging leaders on an ongoing basis using all organizational communication tools available as well as word of mouth referral, with a commitment to maintaining a racial, geographic and age balance among the Board. The Nominating Committee will ask a potential board member to submit an application and references in a timely manner. A Nominating Committee member will contact the member in a timely manner and, if interested, will set up an interview. This process will be followed until the Nominating Committee members agree on the recommendation.

**Decision: To adopt new language for Article 4 Section F as rendered above.** (Consensus on 3/22, no stand asides)

Barbara noted that 2008 election results were not received until 90 days before the congress, so there needs to be a timeline. Pat explained that the congress was held three months earlier than usual and there exists language that establishes a timeline. Barbara would like to add language as would Robin.

Proposal to accept new language Article V Section A as follows:

V.A. In its first meeting of the calendar year before a National Congress, the National Board shall receive from the Nominating Committee a timeline for the election process to be initiated at that time.

**Decision: To adopt new language for Article V Section A as rendered above.** (Consensus on 3/22, no stand asides)

Proposal to accept new language Article VI Section A.4 as follows:

VI.A.4. PERSONNEL: The Personnel Committee has responsibility for ensuring that all personnel policies are implemented, particularly in the areas of staff evaluations and career development, and for making recommendations regarding personnel issues, including revisions of the personnel policies, as needed to either the Finance or Steering Committees. It is comprised of the Personnel Committee Chair, Director of Operations (or staff person with similar duties), a representative appointed by staff and members appointed by the board in consultation with staff members.

**Decision: To adopt new language for Article VI Section A.4 as rendered above.** (Consensus on 3/22, no stand asides)

*16.b. Packet #2: "Blue Skies" Bylaw Changes*

Proposal to change Article 1 Section H 1 language as follows:

I.H.1.A. Board meeting (or subsequent Board actions as a result of that meeting) may come to consensus on By-Laws changes only if the discussion of those changes is announced at least sixty days prior to the Board meeting to (a) Board members and (b) all branches and at-large members who will have the opportunity to amend the By-Laws.

Nancy says new language is too vague and there is too much too change at this point. Chris feels that proposed language does not change current process. Nancy asks if the new language would mean that the actual language of a proposed by-law change needs to be announced. Barbara says there should be some types of by-laws that only require board approval but some that should require approval by membership; we need language that defines these two types of bylaws and describes how membership should be notified. Robin agrees with the need for more specificity. Mary wants to know if the new language implies that membership can vote on all by-law changes. Laura shares Mary's concerns about the entire membership voting on bylaws, wants new clause about announcement to board members (b), and that there should be exact language about notifying membership about potential bylaw changes and board date/time/location. Pat agrees with Laura for exact language and is agreeable to a referendum. Barbara likes giving notice to membership about potential bylaw changes, and announcement and solicitation of board members. Mary believes board meetings would be open and there would be provision for people to speak.

Lois wants to be mindful of the timeliness with which members receive information, especially electronically. Audley reminds branches to send out information to those who do not have email access. Nancy thinks the organization needs to decide what the main form of communication should be, endorses notification of bylaw changes and open participation. Ann notes that there is consensus that the language needs to be changed and that the language will need to be determined at a later date. Libby expresses frustration about our lack of knowledge about what means of communication the branches use and suggests the board find out which branches have what needs

Proposal for new language to Article 1 Section H1 as follows:

I.H.1.A. Proposals for by-law changes shall be solicited from the members 90 days before each semi annual meeting of the National Board. Submissions shall include both rationale and proposed language.

I.H.1.B. Board meeting (or subsequent Board actions as a result of that meeting) may come to consensus on By-laws changes only if the discussion of those changes is announced at least sixty days prior to the Board meeting to (a) Board members and (b) the section membership by electronic or other means.

Barbara is trying to determine if the membership council has the same member list as national office does, wonders if it would be possible to collaborate with membership council on distribution of e-mail. Libby feels that some members may listen more to the membership council rather than to the national section leadership. She cannot agree to language that specifies that announcements are delivered electronically. Nancy responded that financial constraints necessitate electronic communication but is open to inserting information in *Peace and Freedom*. Laura notes that there is no provision in the bylaws authorizing the use of electronic communication. Robin suggested that the membership council and the board could communicate to work out specific language. Pat proposed ad hoc committee to work on specific language. Libby asked if there is a sense of agreement that the board is willing to provide notification of potential bylaw changes. Discussion tabled for the moment.

Discussion of proposed additions to Article IV as subsections ~~A.1~~ A.1 and A.2 to read as follows:

IV.A.1. The National Board acts on behalf of the membership of the U.S. Section and is responsible to its membership.

IV.A.2. Board members serve as volunteers. Paid services by Board members to any WILPF group are therefore not permitted.

Robin objects to language proposed for IV.A.2., feels that language limits opportunity for involvement by young people and interns. Lois notes that there already exists a statement of conflict of interest, and points out that internship stipends could prohibit interns from serving on the board. Barbara agrees that the creation of YWILPF brings up issues to address. Nancy notes that the proposed language is redundant. Discussion ensued about the bylaws prohibiting staff from running for the board, and the weak rationale used as a basis for adopting it.

**Decision:** To adopt language for Article IV Section A.1 as rendered above. (Consensus on 3/22, no stand asides)

Decision: To adopt new language for Article IV Section A.2 that reads as follows:

**IV.A.2. Participation on the National Board constitutes volunteer service to the organization.**

(Consensus on 3/22, no stand asides)

Note: subsequent sections of bylaw article IV will need to be renumbered as this constitutes an additional subsection to article IV.

Discussion of proposed changes to the current/former Article IV Section A.1 to read as follows:

IV.A.1. The National Board shall consist of the following: one or two National Board Presidents, Treasurer/Finance Chair, Secretary, Personnel Chair, Development Chair, two Program Chairs, Nominating Chair, two membership representatives; ex-officio positions are Immediate Past President (s) of the Board, President of the Jane Addams Peace Association, U.S. Member of the International Board, and two Y-WILPF representatives of the U.S. Section affiliate to the International Young WILPF network for members 35 and younger.

Discussion ensued of the financial implications of mandating two membership representatives. Mary feels language proposed is too vague and undefined as submitted. Libby does not disagree that the language needs to be more specific, but the board needs a membership representative. Pat suggested representatives from membership council or ad hoc committee to discuss refining language. Chris feels that communications channels have been opened up by the board but membership has not responded, especially in planning for the membership drive. Libby wants to know what the national office does for the branches, why should they stay connected? Laura is more open to an idea of a person to specifically represent branch needs or recruitment and retention, or possibly two at-large members. Stacey agrees with Laura's idea of having someone for membership specifically for recruitment and retention. Nancy, reading from Tura's notes, provided a possible membership chair description. Speaking as the staff person who has responsibility for dealing with membership, Stacey notes that there would need to be a much more specific job description for a board membership chair because it is quite possible for three times the work to add up on the shoulders of staff. This is unfair and abusive if that was the case. Laura agreed that board positions should not overlap with staff responsibilities. Discussion yielded no consensus, agreement to move on.

Discussion of proposal to change Article IV Section A.5 to read as follows:

IV.A.5. The Treasurer shall be the chief fiscal officer of the Section and chair of the Finance Committee and, with the committee and staff, shall work with the preparation and monitoring of the budget. At the end of each fiscal year, the financial records shall be audited by a certified public accountant (CPA). Upon completion of the audit, a written report shall be made available to all members. A written report shall be presented to the National Board on an annual basis and to the U.S. Section Congress in the year it meets. An annual written financial report shall be available to the membership as early as possible in the new fiscal year.

The board discussion agreed that written reports mailed out to membership are not financially feasible. Libby clarified that the desire of the membership council is for a copy of the financial reports. Barbara explained the prior and ongoing discussion of the board in regards to the release of financial information to the membership. Libby said the membership still wants more specific information than a pie chart. Stacey recommended that the by-laws clearly state where the audit information will be at the end of the fiscal year and how it can be obtained. Ann explained the fluidity of financial information and difficulty of

keeping financial records up to date. Stacey suggests that research be done on how much financial information other non-profit organizations release to their members. Libby notes that non-profits are different, some more transparent than others and that needs to be kept in mind when researching best practices. It was decided to keep the existing language of Article IV Section A.5 in place and not to change it.

Discussion of changing Article IV Section A.6 to read as follows:

IV.A.6. The Secretary will collect all minutes from each board meeting. She will work to ensure that minutes are complete, coherent, corrected, and readily available for reference on the WILPF website. She will maintain a full record of policy decisions taken by the board. She will also ensure that a summary of Board decisions is prepared and shared with members. Additionally, in cooperation with staff, she will work to maintain the consistency of board actions with existing decisions and policy.

Laura notes that there should be a log of policy decisions but since there is no Secretary at the time it would not be available once the bylaw goes in effect. Ann suggested that the minutes and decisions be posted as an ongoing process. Robin proposed that action on this by-law be suspended until the position of Secretary is filled. Nancy pointed out that minutes can be generally be obtained by calling the office to request them on occasion. Robin proposed that whatever is available can be obtained by sending a self-addressed stamped envelope (SASE) to the office and that we provide transparency by letting the members know about this option. Stacey reiterated that the office can and will answer requests from members

**Decision: To adopt new language for Article 4 Section A6 as rendered above.** (Consensus on 3/22, no stand asides)

Discussion of changing Article IV Section B.5 to read as follows:

IV.B.5. Executive Sessions. Executive sessions may be declared by the Board President only when discussion will address staff matters or possible removal of a Board member.

Laura opposes new language, feels that decisions about filling appointed positions must be held in confidence. Pat feels that the new language may make board members feel uncomfortable about voicing honest opinions if it would be public record. Barbara pointed out that the Nominating Committee does not submit public records of its discussions, so since the Board would be acting as a nominating committee that discussion would not be published either. Laura believes that when performance or ability is under scrutiny it is better policy to keep it confidential. Libby says that the purpose of the proposed new language is to limit the exclusionary powers of the board. Stacey agrees that comments and conversations must be kept confidential. Laura states that sometimes these closed conversations do cause gaps in information but that they are necessary. Agreement to keep existing language of Article IV Section B.5, no change to language.

Discussion ensued of changing Article VI Sections A.2 and 3 to add "interested members" to mandated composition of Finance and Program committees.

Laura stated that there is language that says committees have to approve members that join. Nancy says that the language is too vague and needs a number, notes that program committee as it stands is composed of interested members from issue committees and branches. Libby thinks that the by-laws need to reflect an invitation to all members to join the program committee.

Barbara feels that the issue of internal consistency needs to be addressed in regards to addition of members to committees. Libby doesn't think that the board should have the right to approve a member joining a committee. Laura explained that because committees make decisions by consensus and that a single individual has the ability to block any decision, there is a lot of power in these committee positions. Discussion about the power of functional and dysfunctional relationships in committees. Mary thinks there should be a process for getting an interested person onto a committee. Discussion will be tabled until a time to be determined.

Return to discussion on Article 1 Section H.1.A. Agreed that both sides will work on language. Ad hoc committee comprised of Barbara, Libby and Nancy assigned to follow up. Barbara suggests that the committee could work via e-mail and that further amendments could be adopted via e-mail and conference calls.

Tabled discussions and housekeeping will be addressed tomorrow.

#### *17. White Privilege Project*

During the Internal Racism discussion, some board members expressed a need to check-in on the status of the White Privilege workshop project authorized last fall. Stacey reported that the project timeline has been extended six months to compensate for the longer time it took to prepare the project and get bookings for branch trainings. Chris noted that the language of Sha'an's contract has not been adjusted to reflect this. Laura asked if the oversight committee is functioning. Chris said that she hasn't been using this committee to its fullest capacity. Nancy mentioned that we need oversight and monitoring to help adjust the program in response to actual experience. Stacey reiterated the need to change the language/responsibilities in contract, and also noted that there have been unpredicted expenses.

It was decided to table the discussion until tomorrow.

Meeting adjourned for the day at 6:10 p.m.

### **Monday morning, March 23**

Present: Laura Roskos, Nancy Munger, Barbara Nielsen, Mary Zepernick, Chris Morin, Ann Chalmers Pendell, Lois Fiedler, Audley Green, Pat O'Brien, Robin Rose (YWILPF)

Excused: Tura Campenella Cook, Carol Urner

Staff: Stacey Ferguson (WILPF), Kristina Sandfoss (WILPF intern)

Task assignments: Facilitation-Laura; Timekeeping-Nancy; Chart padding-Robin; Vibes watching-Audley; Notetaking-Kristina:

9:10 a.m. Robin opened the meeting by reciting a draft of the opening statement she had volunteered to prepare:

"This meeting is convened for the purpose of advancing the work of WILPF, the core pillars of which are ending war and militarism, advancing and protecting the human rights of all, and protecting the environment. This is a safe space free from discrimination based on racism, gender, sexuality, ethnicity, religious affiliation, ability, age or other status."

Decisions still pending: Union Proposal, Reimbursement, Email Etiquette, Opening Statement, White Privilege Project, YWILPF, Budget Info Release, Name/Photo Publication, Organizational Flow Chart  
New Business: National Congress, Fall Board Meeting

#### *Union Relations*

*See decisions memorialized under #3*

#### *Name/Photo Publication*

Laura suggested that Robin work with C.J. and Theta to get advice regarding how other organizations, publications and media handle releases and forward any proposals to steering committee. Robin agreed to do this. Nancy noted that anyone with questions or information can contact Robin at [Robin@wilpf.org](mailto:Robin@wilpf.org). Barbara wanted clarification that this is an operating policy. Ann noted that someone had contacted her cell phone number from the WILPF website. Stacey suggested that after talking with branch members, the branch contact information be removed from the website and replaced with just the branch email address, each branch is being assigned an email address at wilpf.org. Ann suggested a getting a signed release if phone number is posted as contact information.

#### *E-mail Etiquette*

Chris and Jessica did not have time to discuss this over the weekend, but Chris feels that the policy already in place is sufficient, suggests that people take their copies out of their board books and put them someplace near their work stations where the policy can be referred to regularly. Stacey feels that another piece of Jessie's proposal is need for consequences that can be put into effect when the policy is habitually abused. Nancy asked that the proposal be further worked on by Chris and Jessie.

Laura noted that Robin's opening statement included language addressing the responsibility of those who witness the rights of others being violated. Chris volunteered that she and Jessie will try to incorporate a similar sentiment into the e-mail etiquette policy and send out proposal to board for approval as soon as possible. Following board approval, it can be distributed via email to branches. Laura added that it needs to be distributed to the issue committees also, posted on website, and possibly included in *Peace and Freedom*.

#### *Budget*

Barbara had wanted to present some budget amendments as well as some changes to the current signing authorization, but feels that this cannot get done within the time allotted this morning. She prefers conference call with examples circulated in advance. These items and a process for bringing them to steering will be discussed during the next Finance Committee call. At that time, the committee will also try to come up with a format for sharing the operating budget with members, and perhaps a policy recommendation regarding the sharing of current financial data.

#### *Board Travel*

Laura asks: who decides who goes where?

Stacey suggests we think of board travel as occurring in one of four categories: formal board meeting travel, travel to conferences or other gathering where WILPF has been invited to participate, travel at the request of branches or issue committees, self-advocated. She feels there is an issue of fairness, and is looking for a recommendation or policy on board travel, and—for the future—looking for consensus on a board travel expense reporting plan.

Laura gave the example of Pat's trip to support Jeanmarie Simpson at the screening of her film *A Single Woman* in Congress. It might have been helpful to have a policy to help decide whether to have green lighted this expense or not. Mary asked if it would be useful for each person to indicate what type of travel they are interested in or feel the need to do? She feels that some people have more interest and ability to travel than others. Chris sees this as related to having a workable budget—there should be an idea of a set amount for travel in any given year. She agrees with Mary's idea, but reminds us that this is also a communication issue and the information should be distributed equally. She feels that someone needs to be able to make the decision for last minute, important, money available trips. Pat talked about National Congress, and feels there should be a mechanism for last minute decisions that will not result in repercussions.

Barbara, Stacey and Laura will develop and distribute a board travel form to communicate tentative plans or proposals that will include categories, funding needs, and expectations. Chris asks if that will cover members asking for funds? Laura stated that travel for/by issue committees will go through issue committee decision-making process; member requests for travel support will be looked at by the board. Ann notes that members need a clearinghouse of who to go to for funds among the three organizations, there should be a speedy report of travel undertaken in WILPF's name or at WILPF's request. Barbara believes that outcomes of a trip should be sent in within two weeks of trip so that the membership can be aware. Laura clarified that the reason that she is asking that travel outcome reports be included in the semi-annual board reports so this information can become part of the permanent organizational record. Mary noted that while it's important to have in permanent record, it is also important to get information quickly. Stacey asked that there be a time period designated for the submission of the travel request form, that there be policies for plan of action in emergency/last minute trips. Barbara said that possibly the amount of funds requested could be a measure of feasibility. Nancy agrees with need for flexibility for last minute trips that could be fruitful. Mary said informing branches when a board member will be in the area ahead of time for non-WILPF related activity, and could make an informal visit. Barbara noted that this form could be useful for staff and board member travel.

**Decision: Barbara, Laura, and Stacey will develop a board travel request form including timing, expense allocation, and benefits to WILPF by April 15, 2009.** (Consensus on 3/23, no stand asides)

**Decision: The Finance Committee will look at providing additional funds for board travel in the 2009 budget when they meet to discuss budget amendments.** (Consensus on 3/23, no stand asides)

**Decision: Co-Presidents have decision-making power regarding funded and non funded board travel in WILPF's name in consultation with staff. Decisions will be communicated to the full board as soon as possible and will be in line with the existing reimbursement policy.** (Consensus on 3/23, no stand asides)

**Decision: All travel (funded and unfunded) in WILPF's name will be reported back on to the board by email within fourteen days and included in the subsequent reporting cycle.** (Consensus on 3/23, no stand asides)

**The routing and handling of member requests for travel support will be discussed by the steering committee and at the JAPA board meeting of April 25, 2009.**

18. *Relocation and relations with JAPA*

Laura reiterated the steps that have been taken by the 1213 Allocation Committee since last October, emphasizing the search for documentary and comparable information that could guide the distribution of funds from the sale of 1213 Race Street. Ann asked that this board affirm the allocation proposal drafted by allocation committee. Barbara explained that the allocation proposal basically takes certain expenses off the top for both WILPF and JAPA and then splits the leftover proceeds between JAPA and WILPF, with 60% of net proceeds to JAPA and 40% to WILPF based on original expenditure. As drafted by the committee, the agreement would stay in effect until June 30, 2009.

Nancy asked about sensitivity of time and changes over time. Barbara explained that it will not make a large difference, and that the time frame of this agreement could be extended if the board can agree to the concept of the proposal. Lois emphasized the importance of all board members understanding what is going on and their responsibility to inform and clarify the process for members. Ann said that JAPA will be emailing results to members.

**Decision: Approve 1213 Allocation Committee proposal and authorize the allocation members representing WILPF to renew this agreement on the board's behalf through calendar year 2009.**

(Consensus on 3/23, no stand asides)

Barbara recalled that WILPF is currently incorporated in state of PA, prior to that WILPF was incorporated in NY but that was discontinued in 1996. We are now entertaining the possibility of moving incorporation to another state. Our national office is located in MA, at least temporarily, and there are issues of registering to do business in MA. We've entered into an agreement for pro bono services with Mintz, Levin, who will guide us through the MA registration process and make a recommendation regarding state of incorporation. Do we as a board want to take responsibility for how we define our corporate status? Does the membership care or know? She feels that it would be a good idea for the board to take responsibility for making this decision. Discussion followed regarding advice for crafting of the notification email that could be sent to the membership.

**Decision: Recommendation from lawyers will go to Steering Committee for full discussion and will be communicated to full Board. If approved, notification will be sent to the membership in the next electronic newsletter.** (Consensus on 3/23, no stand asides)

Board discussed what issues should be moved to address at the JAPA Board Meeting on April 25, 2009.

- Policy of publishing names of donors
- Acceptance and enforcement of coordinated requests
- Planned Giving Project
- Earmarked donations and the development of reference statement
- Peace Education Fundraising
- Discuss time issues

#### *19. Sponsorship*

Lois reviewed existing sponsorship policy. Should there be a change in policy? How can this be made a viable program?

Robin wants clarification of how sponsorship program benefits and pushes forward the work of WILPF. Sponsors are people who WILPF works with in DC, prominent figures and personalities in the area, it is a way of using connections. Nancy is interested in revival of the program. Laura is worried that there are no

files on sponsors, but there are records of a mailing sent to sponsor a couple of years ago affirming their status as sponsors. Do we need this program to have an anchor on staff? Barbara has looked at sponsorship forms and thinks we need more of a connection to the sponsors.

Laura said that there are rules about communicating with sponsors, or at least there used to be, and that these were to be observed by staff, board, branches, and members.

Laura asked what can be done today to move the Development Committee forward on this project?

Pat feels that the Development Committee should be driving this program, but that Lois and the co-presidents should be the direct contacts with sponsors with Stacey copied in on communications. Stacey is impressed with past sponsor list, and suggested a reception inviting the current list and potential sponsors to expand and invigorate this program.

Laura asks board members to submit names to the committee and Lois, Laura, Nancy and Stacey will discuss how to move these nominees forward. Lois has done that, will email again. Chris suggests that the Development Committee work on engaging with current sponsors before inviting new sponsors. Barbara suggests looking at who is active and come back to steering. Lois asked that any one send her a wish list to help shape the work of the committee. Nancy thinks the board just needs to give affirmation of pulling this program back in again. Pat says to look at who the people are, what they will do for WILPF, and what their intentions are and what our intentions are. Ann urges the board not to ignore those who have already agreed to be sponsors. Lois says this can be part of the concept of building a movement.

Action plan informally agreed to:

- Development Committee will solicit sponsor recommendations from board members
- Development Committee will formulate how to interact with/engage sponsors
- Lois will report on status of current sponsors to board

#### *20. National Congress*

Mary noted that we need to look at timeline and set up process to begin planning next National Congress. The International Congress cycle has been altered so that an International Congress can be held during the centennial year, 2015. We do not want to schedule a National Congress in the years that there are International Congresses being held. The next International Congress will be in 2011. Our normal triennial schedule would be 2011, 2014, 2017. Nancy suggested changing bylaws to detach board elections from congress timeline. Ann informed us that International will deal with this by shifting their terms of office so that these coincide with the International Congress dates/schedule, basically going to four year terms. This issue can go to the steering committee. There was a general agreement that this will be discussed at the JAPA Board Meeting, when one of the International Co-presidents will be present.

There was a discussion regarding the options for the next (fall 2009) board meeting. Possibilities include web communication, availability of funds, prepared telephone conference. Laura will send out date possibilities between the second week of October and the third week of November, to get a sense of people's availability for either a virtual or in-person board meeting.

#### *Return to White Privilege Project*

Chris will take the concerns raised about the structure of workshops back to committee, which will also review the evaluations received thus far. Discussion about having the evaluations go directly to committee rather than to Sha'an to hand in. Stacey will handle the contract revisions, and accounting for program.

Steering Committee agreed to conference call on April 15, 2009 at 12 noon Pacific Time/3 PM Eastern Time.

Check Out.

Meeting Adjourned at 1:03pm.

Minutes respectfully submitted,  
Laura Roskos, 4/12/09