

**WOMEN'S INTERNATIONAL LEAGUE FOR PEACE AND FREEDOM
NATIONAL BOARD MEETING, APRIL 11-13, 2008
PHILADELPHIA, PA**

APRIL 11, 2008

Present: Georgia Pinkel, Laura Roskos, Nancy Munger, Chris Morin, Pat O'Brien, Ann Pendell, Cindy Domingo, C.J. Minster, Audley Green, Marlena Santoyo, Marge Van Cleef, Linda Belle (JAPA staff)

Excused: Odile Haber Huguenot, Panchita Wadley Bailey, Ellen Murtha

2:00 p.m. Meeting called to order.

2-2:10 p.m. Debriefing of morning conflict transformation session with members, facilitated by Caroline Packard. Comments about morning session?

Ann – went well and need to do it more often before crisis;

Linda appreciated our facilitator.

Laura – need to do the follow through to respond to those that brought the proposal and the wider community. – Charted.

2:10 – Acting Executive Director Report: Started in 2nd week of October, 2007 various levels of informal understanding covering until March 31st, 2008. See list of tasks provided that need to be covered for the rest of the board term and list of who's covering other tasks that keep WILPF afloat - Marge with great ideas on saving money on overhead and along with Marlena changing operating procedures. Laura provided a packet of the materials prepared by our lawyer and reiterated her concern about government access to all of our internal documents and financial information. Need to close the issue with the city on the taxes owed; there seems to be some confusion over what is really owed. The audit is still not completed (Kelly Teti and Associates asked for a May 1 deadline) and this interferes with moving forward with financial records since we can't close the previous year. We have renewed our contract with Kelly Teti for the upcoming year, paying our auditing fees monthly and in advance. New bookkeeper is working well and will be caught up - \$55/hr – working about 6 hrs a month, but she does not do all the duties of the previous one. The web site is being updated periodically, including information on Congress. Members only access is still posing a problem around authorization and information. We don't have a clear process in place regarding scholarships for Congress. There is still a lot of work to be done on gathering information documenting Board decisions for the 2005-08 term. Work is underway on the next issue of *Peace & Freedom*, which is scheduled to go to the printers on May 1. There were some mailing problems encountered with the ballots for board elections, some due to the database – updates/ queries etc. We need to provide some information about this in the next P&F - about communications issues (charted)! We would like to see more effort put forward to have greater participation in National WILPF and encourage contested elections for the board positions. Laura is getting a handle on the pledge process system – did note a lack of update and an attempt to update going back at least to mid-2007. Employee benefits were completed.

Marge noted that this list of tasks and responsibilities is too large and comprehensive for Laura to be able to handle. The board needs to put forward a plan to explain to the members what the next six months will bring, at least a tentative plan for office coverage and financial reporting. Important to keep them informed as to who's up for election to the board, etc. Need to at least have regular meetings to coordinate the office volunteers and the board.

Marlena is coordinating resources and she asked about what to do with the resources in the office – prints, pictures etc. Consider the historical significance and where they should go. And what is the significance of the legal agreement with Swarthmore and what it covers? Wants all 3 volunteers have a conference call with board members to facilitate communications, including Laura. Do need a call on Tuesday to convey any/all decisions that come out of this weekend to keep the 3 volunteers in the loop to keep them informed since they are answering the questions. (charted) Need clarity in Laura's role in the next 6 months. And need to hear the report on the hiring update.

Decision: Laura, Chris, and Audley will be on a call with Marlena, Marge and Elisabeth Tuesday morning, and arrangements will be made to institute regular check-in calls for those working in the Race Street office.

Laura reporting on the CSW Practicum, a new variation on familiar WILPF activities. Students were enrolled as WILPF members while they were in attendance. Gave some information on the history of how the program came to be in collaboration with NWSA and some of the hurdles getting the program up and running. Ended up with a total of 16 US students over the age of 21 – (unable to deal with international students or those underage). Will be cross-over communication in the near future – to NWSA, on each campus, our Congress, interested professors for next time. See the budget on the program. Wants to not only do it next Spring, but also extend the model to the Nuclear Disarmament sessions. Cross-over will play out in the recruitment of young women for Y-WILPF. It actually made a small profit.

Decision: WILPF will co-sponsor a 2nd practicum with the National Women's Studies Association for the 2009 CSW meeting. The program will be self-funding and will include diversity in selection and Y-WILPF work. (Consensus was reached; no stand asides.)

HIRING UPDATES

Chris reported posting job description on different websites1 applicant so far. The goal was to have someone by April 1, but that hasn't happened. Pat suggested a more aggressive search to recruit a candidate who might be interested....people came up with ideas for finding suitable candidates. The other piece is finding someone to fill in the tasks that need to be done. Linda asked Laura to suggest scenarios for continuing to get the work accomplished and there was some brainstormingneeds further discussion and action plan deferred until tomorrow

FINANCE

Reviewed profit and loss statements from January and February 2008. We've paid off obligations to JAPA, International assessment; still left to pay is Chapel Hill Branch, city taxes, and lawyers. Laura mentioned an account for which she recently filled out papers and said there was a check received in the day's mail for \$99,983, a bequest from Geraldine Brittain (grandniece of Jane Addams), the result of completing paperwork from files passed on to her by the former development director.

Decision: Finance Committee will research and make recommendations about how to handle our reserve funds by June 1st. Laura will make temporary arrangements for the check.

EXECUTIVE SESSION

Decision: Nancy Munger and Laura Roskos were elected co-presidents for the 2008-11 term. (Unanimous, by secret ballot)

COMMUNICATIONS

Communications Committee decided to test both Democracy in Action and Force.com. We are preparing to enter into a server-sharing agreement with International, but that hasn't happened yet. We will probably still probably need to clean up our database. Cost for purchasing Democracy in Action or comparable product would be approximately \$ 5,000/year. Target is to have a decision and purchase completed by Congress in order to have a training at Congress. Georgia is drafting guidelines on email usage for our list serve.

SATURDAY, APRIL 12

Present: Georgia Pinkel, Laura Roskos, Nancy Munger, Chris Morin, Pat O'Brien, Ann Pendell, Cindy Domingo, C.J. Minster, Audley Green, Linda Belle (JAPA staff)

Excused: Odile Haber Huguenot, Panchita Wadley Bailey, Ellen Murtha

RACIAL JUSTICE

Board discussed an article by Chris Crass, "Beyond the Whiteness – Global Capitalism and White Supremacy: thought on movement building and anti-racist organizing"

Decisions: To make "white privilege" a part of our on-going political work, by:

- ❖ Develop statement from board introducing work;
- ❖ Setting up membership calls about racial justice work;
- ❖ Putting a statement from the board on white privilege prominently on web page with links to articles on white privilege.

WILPF NATIONAL CONGRESS

Kudos to Sandy Silver for creating a Congress handbook and pulling together Congress Program Committee. The board will have time on Thursday, June 26, to present information on the strategic plan and field questions from members; the q & a session will be facilitated by a trained facilitator from Des Moines.

Ellen, Laura, CJ, Pat and Chris will prepare for the board presentation at the Congress – develop timeline, visual pieces to promote the strategic plan. While the board welcomes the idea of an outside facilitator, we want more info on facilitators, ground rules, Develop timeline for development of the presentation – May 12/draft distributed to board; conference call to discuss – 5/16 at 6:00 p.m. PST/9:00 EST. Final preparation/rehearsal will take place in Iowa, at 2 p.m. on Wednesday, June 25.

Decision: Laura may spend up to \$1500 to develop and print visual piece or other media on Strategic Plan. (Consensus, no stand asides)

Board would like to include in the formal part of the Congress (outside of the reception)- suggesting Sunday morning at beginning of the “Where Do We Go From Here” plenary There will be a joint meeting with new board – 5:30 p.m. Wednesday June 25. This is not an official business meeting but more like an orientation, geared toward transmitting history, talk about SP. There will be a “formal,” brief joint meeting of the boards sometime after Thursday to thank and recognize President; as per the by-laws, the new board will officially take office following that meeting.

Question raised about revisiting the policy of not paying for board coverage of housing and Congress registration was discussed. Board will need to check airline schedules to determine when board members can arrive to arrange board meeting before Congress begins

DEVELOPMENT

Pat presented a written development report with a handout, and thanked Linda Belle for her work on the NY event. She reported that the terms of the \$10,000 challenge grant from Cynda Collins Arsenault had been met and exceeded by about \$200/thanks to Ellen Murtha for her efforts in California that enabled us to meet this match. Pat is happy to have been able to directly access the donor database, and engage others in direct follow up work (Yvonne, Audley, Pat, Ellen, etc). She is working on developing list of updating/expanding WILPF sponsors. C.J. will talk to Sandy about the work she did on WILPF sponsors and report back to Steering Committee. Pat was asked to discuss with the Congress program committee when and if we can solicit contributions at one of the public events (like the Amy Goodman event).

Decision: Committee will follow the existing policy on sponsors, which requires approval of steering committee before a person is approached. (Consensus achieved; one stand aside)

JANE ADDAMS PEACE ASSOCIATION

Ann spoke, based on her written report. PEP (Peace Education Projects) has new members and new energy. The 2008 JAPA Book Awards will be announced at Hull House on April 28. This is the second consecutive year that Hull House has been the site from which the announcement is made and we are developing a relationship with them. Toolkit for promoting the book awards is on JAPA web site. Right now, Jones Fund is only fund that is open for funding for early childhood education work.

JAPA should request a slot for a workshop at the Congress.

The estate of Rose Mukerji-Bergeson has been settled and JAPA was given a check for \$900,000 for US WILPF, Geneva, NY METRO and JAPA. JAPA has waived their administrative fee for individual contributions to the WILPF U.S. fund for 2-3 years as a result of the donation. JAPA will reevaluate this down the road to see if this will continue.

Linda Belle announced that plans are underway to mount an exhibit of Lola Schwimmer-Lloyd's papers to coincide with the 150th Anniversary of Jane Addams birth at the NY Public Library in September 2010. The collection is owned by the library and a full proposal has been submitted to them, for a series of events and publicity surrounding this exhibit.

Ann thanked the board for supporting JAPA and strengthening the relationship.

PROGRAM REPORT

Water Campaign is interested in continuing work as an issue committee and working more closely with other issue committees. The board recommends that the Congress Program plenary allocate ½ hour (15 minutes each) for campaigns and ½ for all the rest of the issues committees. All can announce their workshops if they are having them. Ad-hoc committee will be discussing the mini-grant program that is recommended in the SP (look at JAPA grants); this needs to be hammered out in time to integrate some details into our strategic planning presentation at Congress.

PAST PRESIDENTS' REPORT

Board reviewed the recommendations of the past presidents' report on the Race Street building and discussed the recommendations. Linda commented that there may be financial implications to postponing this decision because of recession/impending recession that might affect the value of the property. Board could not reach consensus on a proposal to sell the building. Discussion to figure out what to do with the building/office in the next period will be postponed until later in the board meeting

Decision: The board will publish a report derived from the President's Report on the building in the upcoming P&F, and devise other ways of publicizing this report among WILPF members through e-mail and the website. (Consented, no stand asides.)

NEW BOARD ORIENTATION PACKET

Pat will take responsibility for assembling these so that they are ready to hand out at Congress. She will contact Mary Hanson Harrison to make arrangements for sending orientation packet to IA.

Contents:

Report from Chairs of each committee
International Constitution

US Section Bylaws
Board Contact Information
List of board members from two previous boards so that when referring to minutes, you'll have some personal orientation
US Section Directory
Profiles of New Board Member
Handbook for Non Profit Organizations operating in PA
2007 Audit
2007 990
2008 Budget
Revisit Consensus Piece
Protocol for Emails – Georgia
Sponsor Policy
Personnel Policies and update on Union
Strategic Plan
Note taking protocol
Holding fun and productive meetings
Financial Policy – revised by Ellen

MEMBERSHIP DRIVE

Georgia reported on the National Conference Calls for members about a membership drive. The members on the call did not support the Membership Drive proposal as presented. Counter Recruiting is a topic that some members are already doing, May is too soon, need to have a more general topic to interest people to sign onto a petition. Some expressed relief that the Drive will not happen because we are so overwhelmed with tasks. Discussion held about the reality of a petition, since WILPF members historically do not agree on dealing with the same subject. CJ suggested that we make a template for petitions so that branches can use them for their own issues. A workshop will possibly be held at the Congress to have input from membership about building a strategy for a Membership Drive.

Laura said that we need to send out the minutes from these more recent calls since we have sent out the minutes to the last membership calls. Georgia will work on the new branch packet, which was close to completed before Jody left on sabbatical. Laura will help her find some of the documents electronically. Discussion held about Branches in Good Standing. We have a policy that was passed at the April, 2007 board meeting. This policy was sent to all branches last year.

SUNDAY, APRIL 13

Present: Georgia Pinkel, Laura Roskos, Nancy Munger, Chris Morin, Pat O'Brien, Ann Pendell, Cindy Domingo, C.J. Minster, Audley Green, Linda Belle (JAPA staff)

Excused: Odile Haber Huguenot, Panchita Wadley Bailey, Ellen Murtha

International Board Report - Audley is sending out International reports to listservs; some feel that it's too many emails and overloads mailboxes. Others appreciate the

additional connection with International. How can we foster the International connection but send fewer e-mails? Audley will refer listserv members to the International website. In the spirit of integration, we want US members to be in more alignment with International. Help to have members understand the structure and the officers.

PAST PRESIDENTS REPORT (part 2)

Revisit the discussion about selling the building in order to come to a consensus about next steps. We will send out excerpts from the report in *Peace and Freedom*, send it on the email, and post it on the web site in order to take the temperature of the membership. After we can confirm that most have received *Peace and Freedom*, we will have a conference call at the end of May or beginning of June. Chris will write an introductory message for *Peace and Freedom* that makes a strong statement in favor of selling the building.

BOARD COMPENSATION POLICY

Discussion held on how much it costs to attend board meetings.

- Should reimburse for room stay, not board registration
- JAPA gives \$75/night, no food reimbursement
- Some branches assist with funding, some do not belong to branches
- Bring back local hosts
- Other organizations do reimburse all costs
- Reimbursing is a more inclusive policy for young women and low income members
- Policy should include "give if you can" but

Decision: In order to eliminate barriers to participation, U.S. WILPF will pay for travel booked 3 weeks in advance and economical lodging based on double occupancy for required board meetings, effective with the April '08 board meeting. Laura will compose policy. (Consensus achieved, no stand asides)

Discussion then turned to board registration fees. Some felt we should not pay for registration because our policy on International travel meetings has been to reimburse for either registration or transportation. Others felt that if it is a required board meeting then registration should be paid. Congress does not have to make money but it is the one time every three years that we have such a large gathering. The Congress has several purposes and if we break even we will also be energizing members, maybe recruiting members, having a public awareness event.

When drafting the policy document, Laura should address the financial responsibility of person not showing up to board meeting and the cost that is incurred.

EXECUTIVE SESSION

Decision: In recognition of Pamela Jones Burnley's 32 years of meritorious service, WILPF will give her a sum of money equal to 3 months pay. We will follow our attorney's advice regarding the execution (Gift? Severance?), timing and public disclosure of this decision.

Decision: The board will respond to the letter and resolution coming out of the Mid Atlantic Cluster meeting acknowledging their concerns and addressing our concerns regarding misrepresentations in their letter, etc. Laura, Chris and Nancy will form an ad hoc committee to gather comments from other board members, review the documents and draft the letter.

NEXT STEPS FOR ACTING EXECUTIVE DIRECTOR

Decision: Steps will be taken to increase the advertising for the Director of Operations by newspaper advertising in the Philadelphia area, using additional websites and asking Susi Snyder from the International office for names from their search for a UN Director.

We will establish remote access to the WILPF servers so that Laura Roskos will continue as acting Executive Director from her home, with an end date of June 15th, if not sooner.

Decision: While the Personnel Committee conducts its search for a Director of Operations, Laura Roskos will continue in her role as Acting Executive Director, but reduce her travel by working remotely from Cambridge with monthly compensation of \$3000.

Laura will consider the tasks that need to be done in the office and is given the leeway of hiring someone part time to do the managerial tasks associated with maintaining the building and an office. She will work within a budget of \$1100 per month, which roughly equals the overhead savings that have been realized over the past few months.

REVIEW OF PROGRESS ON STRATEGIC PLAN

Program

Shift National office focus to support membership

Issue committees continue to be funded

National organization supports branch grassroots

Create Field Organizer position

More face-to-face connection (cluster meetings)

Investigate desk space available at branches with offices

Mini-grants as main source for programs

 Application process

 Writing help/training available (grants)

 Select grant committee to approve grants

Y-WILPF support

National staff seen as coordinating branch activity, i.e., sharing info and resources

Staff/Board Relations

Main responsibility of board is policy

Board positions are

 (Co) Presidents

Treasurer
Secretary
Personnel Committee Chair
Nominating Committee Chair
Development Chair
(2) Program Chairs
(2) Y-WILPF
JAPA board president
Section representative to the International Board
UN Reps report to board with expenses paid.

Staff positions

National Director
Public face of WILPF
Supervises FO, Y-WILPF, Comm. Sp.
Fundraising
Director of Operations
Directs operations of office
Supervises administrative staff
Reports to board
Field Organizer
Communications Specialist
Website, Publications, Media, P.R.
Y-WILPF Organizer

Finance

Board has fundraising responsibility
Report to go to board each month with updates
Recognize and include in-kind donations of board
Special events needed to attract donors
Use sponsors more effectively
House parties
Donor Drive around Y-WILPF (immediate)
2015 fund to be implemented in September 2010
Review financial policies to support strategic plan
WILPF will operate with reserve
Need funds in place to attract funders
Once a year membership drive
Plan for funds to implement strategic plan

Communications

Communications based in central repository with national database accessible and responsive to membership
Use technology and software that supports peer to peer communication
Members want more communication (per survey)
Get accurate member contact info
Engage members in communication and utilize feedback

Membership

Annual membership model will remain

Articulate Y-WILPF to attract new members

See membership as a whole: not just “volunteers” and “checkbooks”

Request more cluster meetings

General feeling is that we are unified and taking steps toward realizing the objectives identified in the strategic plan.

Check-out and dismissal at about 1 p.m.

Draft minutes respectfully submitted for review on May 16, 2008

Laura Roskos

Revised and approved by consensus on June 26, 2008