

## **U.S WILPF Board of Directors Meeting**

**Sunday June 5, 2011**

**Chapel Hill, North Carolina**

### **Present:**

Facilitator: Laura Roskos, President

Vibes Watcher : Georgia Pinkel, Program Committee Co-Chair

Chart Padder: Laurie Belton, Director of Operations (Designated as Chart padder, but did not chart)

Notetaker: Andie Cockerill, Intern

Time Keeper: Barbara Reed, Secretary

Nancy Munger, past co-president

Robin Lloyd, Development Committee Chair

Joan Bazar, Personnel Committee Chair

Tanya Henderson, National Director

Darien De Lu, Nominating Committee Chair

Eva Havlicsek, Treasurer

Mary-Louise Jackson-Miller, At-large Board Member

Sandy Silver , Co-President of JAPA

Judith Joseph, Co-President of JAPA

Catia Confortini, Incoming IB Rep, as of Aug 2011

Randa Solick, Program Committee Co-Chair

### **Absent:**

Rita Jankowska-Bradley, At-large Board Member

Audley Green, Outgoing IB Rep, as of Aug 2011

### **Guests:**

Carol Urner

Ellen Schwartz

Mary Jane Schutzius

Tana Hartman

CJ Minster

Millee Livingston

Libby Frank

Nancy Price

Barbara Taft

Barby Ulmer

Gillian Gilhool

Odile Hugonot-Haber

### **Taping Minutes of Meetings**

- Barbara Reed, as Secretary, proposes using an audio recorder to tape meetings.
- Some initial hesitation by a few people due to privacy concerns.
- The Board agreed that this session will be taped, and a proposal will be submitted by Barbara at the next meeting as to future audio recording.

**Decision:** Consensus reached on the proposal. Barbara Reed shall use an audio recorder to record this board meeting and will submit a proposal on the electronic audio recording of future board meetings at the next board meeting.

Nancy Munger stood aside due to privacy concerns.

**The New Board Book** (3 ring notebook entitled Women’s International League for Peace and Freedom, U.S. Resource Book National Board 2011–2014.) **was reviewed By Nancy Munger and Laura Roskos**

**Question** raised by Judith Joseph: why was the legal memo regarding the WILPF/JAPA relationship included in the book?

**Answer** by Nancy Munger and Laura Roskos: It was a memo presented to the previous Board, and was included in the Board Resource Book so that the 2011–2014 Board would be aware of it.

Board members, who had corrections to their personal information that was included in the Board Book, gave Laurie Belton a list of these corrections which she will type and distribute.

Expectations of Staff as to Responding to email and telephone calls:

- no expectation that Tanya and Laurie answer e-mails or phone calls over weekend, or after regular office hours at night
- Protocol for EMERGENCIES that ONLY they can handle, is to text them. This is to ensure personal space for staff.
- Tanya requests that important emails for her to answer immediately have her name in the subject line.

#### **Introductions and Orientation to role as Board Members – Tanya Henderson**

- Shared names and fun facts about ourselves
- Brainstormed and Charted under the categories:
  - How we practice peace in our societies and family
  - How we practice peace within WILPF
  - How we practice peace within ourselves
- Each person wrote on a paper for her own use:
  - As a Peace Leader I will strive to be \_\_\_\_.

- As a WILPF Board Member I will practice peace by \_\_\_\_.
- \_\_\_\_ will help me the most in my work as a peace leader in WILPF.
- Thomas–Killmann Conflict Mode Inventory was handed out by Tanya for board members to reflect upon outside the meeting

**Facilitator, Laura Roskos, asked Board members to consider Agreements that can be made about working together as a Board**

LR: We need to make commitments on to how to work well together.

Brainstorming Followed:

- Request to reconsider guidelines for working in committees
- Agree to understand our own limitations and what we can accomplish in a reasonable time, so that there is a higher success rate of what we FINISH
- Discussion around agreements that agendas should be sent out three weeks before the Board meeting so that we can think about agenda items before hand – and come up with ideas
  - Currently try to call for agenda items 3 weeks ahead of time
  - Hard to have TOO much email ALL the time, it strains relations
- Agree to respect deadlines especially for committee reports for board members

**Discussion around** agreements that everybody who chairs a committee and also staff will submit their report 17–18 days in advance of the board meeting. Purpose: For Laura to sync the reports with the agenda.

- Reports are comprised of what you think the board should know, board items, proposals, ideas, updates
- Agree to read everything before coming to a Board meeting

**Decision: Subject of Consensus Training tabled to the Fall Board meeting.**

**Setting a Date for the Fall and Spring Meetings**

**Fall Meeting:**

LR: Because we are adding additional tasks to the Fall meeting, it should be held for 3 complete days.

**Proposal: To hold the Fall Board meeting October 14–16 2011 at the National office in Boston.**

(LR: many of the board members have not seen the new office. )

**Proposal: To hold the Fall Board meeting October 14–16 2011 at the National office in Boston with sessions scheduled all day on October 14 and 15, 2011 and during most of the day on October 16, 2011 with hours on Sunday to be determined by availability of evening flights. Laura suggests meeting until 3–5 PM on Sunday. Final decision on Sunday hours to be determined**

### **Decision – Consensus Reached on the Proposal**

Logistics discussed: West coast board members will fly in Thursday night with meetings Friday through Sunday night. Hopefully, everyone will fly out on Sunday night. Laurie will look at flights going to the west coast to determine the final ending time of the meeting.

(Dates for Spring Board Meeting were not discussed).

### **Setting dates for Steering Committee Meetings**

- Proposed: Tuesdays a 4pm PDT/ 7pm EDT– NOT ACCEPTED
- Steering committee is comprised of people who chair a committee (as well as the president and secretary.) Meets approximately every 6 weeks. Steering Committee works on specific projects between meetings. Phone calls are approximately 75 minutes in length.

**Decision** – Steering Committee call dates and times will be arranged via email

- There should be a Steering Committee agenda in advance to make the phone call go faster

### **WILPF and Jane Addams Peace Association – Sandy Silver**

Sandy Silver explained the JAPA and WILPF connection (FAQ Sheet Attached) (The above-referenced FAQ is attached to these minutes not as an approved document but because it was referenced in the meeting.)

Sandy Silver requests that JAPA be restored to the [branches@wilpf.org](mailto:branches@wilpf.org) list serve

- Encourages members to write to JAPA at [japa@igc.org](mailto:japa@igc.org) and to ask any questions they may have

- Recommends that JAPA access be restored to branches@wilpf.org so that JAPA can spread the word of the availability of programs and funding and so that branches can ask about funding for their projects

Sandy added that:

- It is the responsibility of JAPA representatives on the WILPF board to inform JAPA of what is going on in WILPF
- It is the responsibility of US WILPF and International WILPF officials on the JAPA board to report back to US WILPF and international WILPF

(In the interest of time, discussion was postponed until later in the meeting)

### **Adoption of Signing Resolution**

**Discussion:** There need to be three signing members on each of the WILPF bank accounts. Laura Roskos, Laurie Belton, and Mary Zepernick are presently the signatories on all bank accounts, but Mary is no longer a board member, so it was proposed that Eva Havlicesk, the current treasurer, replace Mary Zepernick as a signer on the WILPF accounts.

Laurie is authorized to sign checks up to \$5,000. For more than that, there need to be two signatures.

**Proposal** authorizing Laura Roskos to sign two resolutions: one to remove Mary Zepernick as signatory on the accounts, and the other: to add Eva Havlicesk, Treasurer, as signatory on the accounts

### **Decision – Consensus Reached on the Proposal**

**Proposal: US Section of WILPF will provide support for travel to International Congress by representative Nancy Ramsden, IB Treasurer**

### **Discussion:**

- It will cost \$685 in transportation costs to send IB Representative Ramsden to the International Board meeting in Costa Rica in August, 2011.

- It was proposed that the \$685 be sent to Nancy Ramsden directly rather than through International WILPF in Geneva, Switzerland
- Proposed that US Section support Nancy Ramsden in this way.

**Discussion in response to a request to disclose the source of the travel funds for N Ramsden**

Laurie Belton: The source of the money will be from the Congress scholarship fund which had been designated (1) as a fund for sending WILPF members needing assistance to the 2011 Congress in North Carolina, (2) with any remainder (which is currently \$1500) being used to send women from developing countries to the International Congress in Geneva, Switzerland.

Laurie stated that the \$685. Proposed for travel by Nancy Ramsden will be returned to the Scholarship Fund from another (unidentified) source.

**Proposal: \$685.00 will be sent by US WILPF to Nancy Ramsden for her travel to the WILPF International Congress.**

**Decision – Consensus Reached on the Proposal**

JAPA stands aside.

**Proposal to return JAPA to the [branches@wilpf.org](mailto:branches@wilpf.org) list serve**

**Discussion:**

**Against:**

- JAPA gets 1–2 pages in Peace and Freedom as well as e–news and e–letter access by which to share information. These resources are edited, which the [branches@wilpf.org](mailto:branches@wilpf.org) list is not. Therefore, it is not recommended that JAPA to be on the branch list.
- The information that JAPA is sending out should go to ALL members, not just the branch list
- JAPA does not need to be on the [branches@wilpf.org](mailto:branches@wilpf.org) list serve, as several JAPA members are already on the list serve as branch contacts, and they can pass along pertinent information

- This is not a matter of inclusion or exclusion, it is a question of orderliness

**In Favor:**

- The branch list serve is not one directional, it is to be used in both directions.
- No reason to keep branch lists smaller, JAPA should be allowed to join list
- Ellen proposes she start, as an alternative, a Google list that anyone can join
- In the past there has been discussion on list serves involving JAPA.
- It is not appropriate for a JAPA board member as a branch contact to use that address to put out JAPA announcements.
- Branches are slowly getting smaller, and will do so until trust is evident throughout the board.

Question asked of Laurie Belton: What is the difference between the branch list serve and the branch contact list on the website?

Answer by Laurie: Contact list is made up of those working with new members, whereas the [branches@wilpf.org](mailto:branches@wilpf.org) list serve is for those sharing branch information with each other and also to and from the national office

**Proposal: JAPA should be put back on the [branches@wilpf.org](mailto:branches@wilpf.org) list serve**

**Georgia Pinkel blocked the vote on the proposal. Consensus not reached.**

**PROPOSAL BLOCKED UNTIL FURTHER DISCUSSION CAN TAKE PLACE**

Request by Robin Lloyd: For the Agenda of the next board meeting, there needs to be training about fundraising.

**Decision:** Agreed that an hour will be spent on training for fund raising at the Fall meeting.

**Agreement** that plans for a bylaws committee will be worked on by email as quickly as possible.

Meeting adjourned at 3:35PM.

Submitted by Barbara H Reed, Secretary