



# Northern California **PEACE CORPS** ASSOCIATION

## NorCalPCA Board Minutes

October 7th, 2018 10:30am - 12:30pm  
Oakland, California

Meeting facilitated by: Derek Owens  
Meeting hosted by: Kathleen Campbell  
Minutes taken by: Kathleen Campbell

### **Board Director Attendees (in-person):**

Lila Holzman, Kathleen Campbell, Jesse Schofield, Derek Owens

### **Board Director Attendees (virtual):**

Nancy Beam, Holly Uber, Ella Dowell, Jeremy Karnowski, Michael Hotard, Jenna Smith,

**Guest (virtual):** Constantine Dixon

### **Board Directors Absent:**

Jeff Zundel, Noah Brod

## **Board Meeting Minutes**

### **Appreciations:**

Jeremy – thanks to everyone who submitted budgets before the meeting.  
Thanks to Jeremy for putting all of the work in to get budget details organized  
Ella - Updated the Membership emails to reflect the new tiers  
Michael – going through protocols and updating/improving our processes

### **Secretary Update:**

Christine stepped in to be Secretary when Cassi stepped off of the board. Christine has since taken on a new job with Google that is requiring more time. No longer can continue to be

Secretary on the Board. She will resign from board as of now. Will continue to work with Holly on careers programs.

Board needs someone to be available on a regular basis. Taking minutes of Board meetings is the main responsibility, also making sure we (the board) knows where the by-laws are (google drive).

Elections are coming up in early 2019. Someone could fill the position until then, or longer. It's important to have a Secretary. For example some of the paperwork we've had to sign regarding the banking, they ask for our Corporate Secretary's signature. The role is not too much of a time commitment.

No one immediately volunteered.

**Vote on September minutes:** Unanimous vote to approve September minutes

**Review Upcoming Events to feature on National PC events calendar, or our own calendar:**

Peace Corps calendar needs at least 10 days notice and specifically wants 3<sup>rd</sup> goal related or networking events

How to post:

- NPCA Google form:

[https://docs.google.com/forms/d/e/1FAIpQLSdb4iEmxg6ohFkLOh-ir7HMqdnDnpxXMNeCi\\_wFrVaTCLAhqw/viewform?c=0&w=1](https://docs.google.com/forms/d/e/1FAIpQLSdb4iEmxg6ohFkLOh-ir7HMqdnDnpxXMNeCi_wFrVaTCLAhqw/viewform?c=0&w=1)

- Peace Corps RPCV website:

<https://www.peacecorps.gov/returned-volunteers/events/submit-rpcv-event/>

Events for consideration:

- Pt. Reyes event is already posted on there

- Ocean Beach is on NorCal calendar - Nancy will add to the others

- Thanksgiving event for recently returned PCVs is on NorCal calendar - Holly will submit to NPCA and PC Calendars

- November 8<sup>th</sup> – Monterey storytelling event. As many as 70 RPCVs will show up. Derek will add to all three calendars

- There is an upcoming Career event by Nik Crain, PC,

**AGM – Jenna**

**Date: Proposing Saturday, March 9<sup>th</sup> – Lila can't make it**

**Sun, Feb 24<sup>th</sup> or 23<sup>rd</sup>/24<sup>th</sup> of March can be alternatives**

Theme for AGM: Festival of cultures. Opportunity to bring things from host countries, opportunity for performance, music, dance. Tables with examples of items from host countries.

Something that connects to a story about makes you feel nostalgic about your country.

Keynote Speaker: Someone from a host country who was affected by Peace Corps.

Jenna is working on a venue and program content.

Nancy knows a facility in San Francisco that would work.

Jesse - Eureka Valley Rec Center, in Castro

Oakland on Telegraph – The Well – a Cafe, has Oakland Community Space

Aim for over 100 attendees.

Ella – we need a space outside of the City. Transportation is an issue.

Jenna – will look for facilities near BART stations.

### **Grants Update & Voting on Grant Recommendations – Nancy**

The Grants Committee voted to support 7 out of 14 applications.

\$11,250 total commitment

Amount of money available was higher than usual this year due to a bequeathment.

Jeremy: which projects are you most excited about?

Nancy - Ambulance one aims to get women who are in labor to a health facility. We felt that because it's not a big glamorous ambulance, it's not likely to be used by a doctor or someone else for personal transportation.

The children's home, which we have supported before (which was initially a strike against the application). They made good use of the previous grant and there are ties with volunteers.

The one that is going to take a little more work - Hesperian Health Guides. Figuring out how to communicate with volunteers who are serving now, to get them to request the Hesperian Health Guides. Hesperian Health guides are intended to go to PC volunteers. Hesperian is donating and the grant will pay for some books and shipping. Will take some coordination. Would be great for any of us, when we have some connection with a volunteer before they leave, to help get a book to them.

Michael: Do we combine a book in the new care packages? TBD

This year, grants range from \$1,000 to \$2,000 each.

Belize project: We are providing funds so that they can give out a grant.

Nancy: this is a new model for us. We saw a lot of overlap in our goals and theirs. Their funding cycle and ours didn't quite line up. We like the things they had funded in the past. Once they vetted projects, our grant committee will have a final review, Marilyn as point person. Also because this is a new model for us, we only gave them \$1,000 to keep an initial test limited.

Grants committee was concerned with the number of grant submissions last year (too few). Submissions increased significantly this year. All of these were submitted through a current or former volunteer. I don't think it's a huge number of people who influenced that increase.

Jeremy: Marilyn kept very detailed notes about people who made grant donations over the last year. You'll see in budget that the stuff about grants is way lower than what's in the spreadsheet. We have a very healthy bank account that is representative of all of the donation money we've received. Will get the Quickbooks account up to date.

**VOTE: Unanimous vote to approve the Grants Committee proposal**

### **BUDGETS!!!! – Jeremy**

Thanks for getting budgets in early and thanks Lila for setting up a system for us to get all of the budget requests in a uniform method.

Jeremy's spreadsheet - documents all money coming in, where it goes and what happens. We're making a reimbursement form that includes the categories in our budget. We'll have documentation of who is being reimbursed, how much we spent, and how it compares to the budget..

Lila – Quickbooks has categories of budget line items that do not match what the budget proposed. Next step is to make the Quickbooks categories reflect our reality. Thanks, Jeremy for that work. Goal is to get to the place where we can say what has been spent by category and what is left throughout the fiscal year.

Some changes were made to the budgets, such as funds for communicating events out and MailChimp were consolidated into the technology budget.

Included all of the regional events - \$200 each/\$1,000 total – into the one events account. So few regional events ask for reimbursement for events that there doesn't seem to be an issue with uneven distribution, but can continue to evaluate.

Bumped up community service budget a bit.

Added an “other” row just in case something comes up through the year that we haven’t accounted for in other categories.

Michael: is there a way to see what we’ve spent in the last year in any categories?

Jeremy: Quickbooks is not currently linked to the bank, and does not reflect reality. There are hundreds and hundreds of categories. We’re not worried about lack of funds, we’re worried about documentation of how funds have been spent.

The few events that I’m aware of were under budget, i.e., the picnic.

Lila: Jeremy, Michael, Jeff and I should have a separate call to discuss details of categories and Quickbooks.

Lila: Given that we’re in a solid financial place, and have the “other” budget. I’m thinking that we should have a board appreciation event. More discussion to come, talk to Lila with any opinions/ideas.

Jeremy: Last year’s revenue: right around \$12,500

I think store sales were within \$100 of where we thought. Donations a little lower, and memberships was about \$1,000 less than what we projected.

I think some of the membership money and donations have been mis-categorized with grants. In the grander scheme of things, this is what needs to be clarified first.

Nancy – I tried to reach out to the person who coordinates that Pt. Reyes event. Do we have any #'s on what that’s been in the past, since it’s twice a year? Will look into it.

**VOTE – Unanimous vote to approve the FY18 - FY19 Budget**

**Special thanks to Jeremy and everyone who put work into getting the details together.**

**Derek: Check-in with Focus Area Teams**

Holly - Thanksgiving Potluck

We’re looking for a facilitator for Thanksgiving Potluck. Not a board member.

Saturday before Thanksgiving, November 17<sup>th</sup>

Home of 2 RPCVs in Mountain View will host, do all of the cooking.

Limit is 30 people. Share a meal and do some workshopping on re-acclimating, job search, etc.

Recently returned is defined as priority for those returned in last 18 months.

Right now 2 people are registered.

Constantine might be someone who is interested in facilitating. Lila will send Holly Constantine's #.

Michael – has met new RPCVs during South bay networking events.

#### Lila – Advocacy Update

The Sam Farr PC Act in House and the Nick Castle PC Reform Act in the Senate were both passed! Have been reconciled between the House and Senate and the final version just passed! Waiting for signature from President, don't know when.

Barbara Lee spoke at Commonwealth Club. Lila reached out to her staff to let them know PC was present and to thank for their support.

#### Michael – protocols

New membership tiers – ways to get people to join at higher tiers

From role of fundraising, tried to document how fundraising works in terms of membership donations.

Protocols show what happens when someone joins at each membership level.

SilkStart – has some limitations, e.g., currently doesn't record t-shirt size.

Would be good to have a process for documenting how money gets to NorCalPCA

Membership fees go to NPCA, and on a monthly basis they send to us

Grants and donations come straight through to us

Store – goes through PayPal and then to us.

Noah is suggesting to move our email system to gmail. Need to review who gets which emails and how they are responded to. Would be good to review that the right people are getting the right notifications.

In the past year or so, if people have been giving donations to grants. Marilyn has been on top of sending nice thank you notes, but we want to do more to track donations and send follow-up/thank you's.

Christine leaving the board – her seat (SF Rep) won't be replaced until after the AGM.

Right now we don't have any voted on board members who can be assigned. Our minimum board membership is 9, so we're still fine in terms of # of board members.

Posting Thanksgiving Event on National PC calendar – Notes that events must be held at a public place. Feedback: Let's give it a try and see if event gets posted or not.

### AGM – Elections

Ella has done an amazing job of getting forms out for voting. AND SHE'S GRACIOUSLY AGREED TO DO SO AGAIN. THANK YOU, ELLA!

November meeting – we should review which seats are available and how to get more people to run for being elected to the board.

And any bylaw changes. There is a timeline to follow for by law changes. Messaging about by law updates and who members are voting for needs to go out in early December or at least one full month before AGM. Will need to review at November meeting.

Online elections need to be at least 2 weeks before the AGM.

Generally, need to have everything out a month before the date of the vote.

Ella will send out an email with timeline of when certain things need to get done, working backward from the AGM date.

Michael: Start talking to people about being a board member.

We should all be responsible for informally recruiting.

Holly – happy to be the point person for anyone who wants to talk about what being a member of the board is like or requires.

Lila, Noah and Pete and maybe Glenn are working on by law changes. These conversations will start in October.

Derek: 3<sup>rd</sup> goal team. we've talked about having events like the Monterey StoryTelling event, to be an alternative to happy hours and how to encourage this type of event.

Good way to promote a better understanding of the countries where people served.

Hosting at a hostel, there is an international community of people who are already there as an audience. We do it as a potluck event. People take a lot of ownership

Can Noah do some Facebook advertising for the Monterey StoryTelling event? Follow up.

November board meeting: Wednesday, November 7<sup>th</sup>, 6:30pm

Host Michael - Stanford; Facilitator: Kathleen

**12:20 – Unanimous vote to adjourn the meeting**