



Northern California
PEACE CORPS
ASSOCIATION

NorCalPCA Board Minutes

December 11, 2018 6:30am - 8:30pm

Meeting facilitated by: Michael Hotard
Meeting hosted by: Jeremy Karnowski
Minutes taken by: Kathleen Campbell

Board Director Attendees (in-person):

Lila Holzman
Noah Brod
Jeremy Karnowski
Nancy Beam

Board Director Attendees (virtual):

Michael Hotard
Ella Dowell
Kathleen Campbell
Derek Owens
Holly Uber

Board Directors Absent:

Jeff Zundel
Jenna Smith
Jesse B. Schofield

Board Meeting Minutes:

Appreciations

Ella and Michael as they end their terms on the board for all they do. We will miss them and are delighted that they have both expressed a desire to stay involved.

Constantine – for all of his work around the Thanksgiving event, the AGM, and the Career Fair

Note: NPCA recently bought a building in DC, planning to have events there.

Votes on November Minutes:

Unanimously approved November Minutes

World Health Run

The idea was pitched to the board during the November Board meeting as a way for NorCal PCA to be involved in runs across the country and the world. WHR works with local partner organizations (like NorCalPCA) who set up a run and choose to donate funds earned by the run. The WHR gets a portion to support their global health equity agenda.

Do we want to spend the time and energy/effort to make this happen?

Jesse gathered information about permitting. Golden Gate Park is one venue option.

From Jesse's email:

“Not much needed in terms of permitting.

Application Process Fee is \$66. Staging area cost - \$1,500

Or, we can set up anywhere in Golden Gate Park and use a picnic area as a staging area. Picnic reservation rates would be \$70 for 50 to 100 attendees.

Investment could be from \$70 to a couple of hundred dollars.

Do we want to have an affiliate event? Would our members be excited about this?

Nancy: - Does WHR cover insurance in case anyone is injured?

What is length of the event? 5K

It can be as formal as we'd like to make it.

They (WHR?) manage registration packets, event insurance,

We can assume they'll help, but we'll need to do some work.

Michael: Do we set the price? Or is it dictated?

How much would we spend and how much would we want/desire to get back?

Date of run is April 6 (or 7th?), 2019

When are the competing runs? Bay to Breakers – is in May

Motion to agree to host a World Health Run, pending exorbitant costs.

Vote: Unanimously approved by board, pending exorbitant costs.

Lila will communicate to Benjamin that we are interested and will ask Jesse to keep going with his research and logistics.

Upcoming Events for PC Page or NPCA Calendar

Michael will add the Commonwealth Club event to NPCA Calendar – January 16th
Camping event will add to Peace Corps calendar – January 19 – 21st

AGM Update

Jenna is moving to NZ today but still available to coordinate the AGM.
Constantine did a site visit & Jeremy has sent money over
Finish Hall, close to BART and has street parking

March 3rd program scheduled for Noon to 4 pm. Set up starts at 10 am.

Hilary is interested in pitching in. Board members should be there
No alcohol, potluck
Board of Directors election + abridged board meeting,

Quick check, who on Board will attend?

Yes - Lila, Noah, Nancy, Derek, Holly, Michael

No's - Ella

Jenna wants to circulate a form that will ask people to sign up for hosting a table and/or cultural performances. Share about host country: song, dance or story.

Performances should be no longer than 6 minutes

The AGM would feature community performances instead of a key note speaker

Note to Selves: Remember to set aside time to recognize high level donors. Extend special invitations and let them know that we will recognize their contributions, unless they prefer not to.

Constantine is thinking of a small raffle for fundraising.

We need to decide where the funds should go

Lila: should be for our program to support activities and grants.

Michael: Preferably to the general fund, or split if we think there will be enough

Note for Jenna: Around that time, Hesperian will be having their launch party for their “Where there is no Doctor translation.” They usually attend AGM, might be good to loop them in so they can talk about that.

Invite any of the grantees who could be there.

Maybe one of the tables should be a grants table?

Election Committee:

How large is the committee that Jenna has formed to support the AGM?

Jenna reported 6 volunteers as of 12/15

Next weekly events newsletter mention the AGM again and invite candidates to run for board or join the committee for the event.

Bylaws

Jeremy had a question on Article 5.2 – any compensation for services must be approved

Vote – Unanimously approved Bylaw changes - to be presented to membership for final approval

AGM - March 3rd

We need to do our best to recruit new members to the board meeting on January 5th.

Where is **the nomination form** housed in our system?

Ella:

Last year there were too many ballots.

Ella – we can try it that way. Hypothetically could work but some might use the form incorrectly. Noah will take a shot at drafting a form that asks for region and only presents relevant ballots for voting.

Voting:

Does someone have to be an active member to vote?

By laws definition of membership – depends on board -- anyone we have an email address/contact information for.

As long as they're in the database, they count.

Is there a way to ask people to check if they're a registered member before they vote?

Ella: We can have a page that is visible to members only. But then it becomes a barrier to voting.

Nomination form is online now.

Next meeting is the open meeting for anyone who is curious about the board.

January 5th meeting hosted by Jesse in South San Francisco

Holly – can look at form responses to invite anyone who has nominated by January 5th to join the meeting.

Jenna, “Can we have people registered to volunteer for the election?”

Thanks to Ella and Lila for working on setting us up for the election.

Updates and Questions to Share:

Fundraising/End of Year Appeal - Michael

Target - People who have given before. Purpose is to ask them one last time before the end of the year. Michael sent out 53 letters talking about what the organization has done this year, included a 1-page summary of grants and the annual newsletter. I picked anyone who had donated in 2017 and 2018. There was some overlap with people who had already gotten the newsletter. Lila – can we see a copy of the letter?

Random Donation Question

We had a donation of \$250 come in from an individual who had just applied to be a PC volunteer. Unless donor has misconceptions about the donation she made, we don't need to return the donation. Noah will follow-up with Pete.

Pete and Susan just renewed their high level tier membership.

Did they get an auto-response? Michael – Ella says that it's customized, but still not sure.

Donors get an auto response and eventually a letter in the mail with a bumper sticker or a t-shirt.

We could also host a NorCal Membership Support event

We need to revisit a donor appreciation event. Noah will look at for end of Jan or early Feb.

Invite people who have hosted an event or donated.

Michael – We've had 3 people renew at the diamond level, which is the “gift package.”

Noah is putting together the timeline for that. Wants them to go out in the mail over the summer.

Thanksgiving – How did it go?

Holly: Had a lot of recently returned RPCVs show up. It was a good reminder of one of the real values of our organization: to create space for Recently returned RPCVs. I mentioned at least twice that we are having the AGM and board elections.

I think 14 attended. And there were a couple of people who had to cancel at the last minute

Holly – I found a website called “meet away.com”

People log in and help you meet up on one-on-one for short time periods for networking or mentoring.

Noah – Website called “the share way” connected corporate sponsorships givers to non-profits that need. Could be useful for AGM?

Jeremy - All of the checks have been sent out for the grants. And Quickbooks is all reintegrated.

Note:

If you’re wrapping up your term on the board for the AGM, please write a summary of what you’ve done and how.

Lila – will send a job description to the people who are stepping down so they can update what they do.

Nancy – would be a good idea for everyone to do that.

Lila – will send out with goal that they be updated by the AGM to help onboard new members.

8:14 pm – Motion to close meeting

Unanimously voted to end the meeting