



Northern California
PEACE CORPS
ASSOCIATION

NorCalPCA Board Minutes

16 September 2018 12:00pm - 2:00pm
Concord, California

Meeting facilitated by: Nancy Beam
Meeting hosted by: Glenn Anaiscourt
Minutes taken by: Kathleen Campbell

Board Director Attendees (in-person):

Lila Holzman
Derek Owens
Glenn Anaiscourt

Board Director Attendees (virtual):

Michael Hotard
Jesse Schofield
Jenna Smith
Kathleen Campbell
Jeremy Karnowski
Noah Brod
Jeff Zundel
Holly Uber

Board Directors Absent:

Ella Dowell
Christine Moore

Board Meeting Minutes

1) Appreciations

Jeremy for going above and beyond to get financials in order; Jenna for the picnic , it was AMAZING! Grants Committee reviewed 14 proposals; Derek attending board meeting from Monterey in Concord; Glenn hosting board meeting

2) Votes

- a) August Board meetings – Approved unanimously
- b) Letter to President asking for support for Peace Corps Budget – Approved unanimously

3) Jeremy – Budget

Fiscal year is Oct 1 – Sept 31st

Last year's budget was approved $\frac{3}{4}$ of the way through last year. Want to get it done earlier this year. So to get this done faster this year, we've asked each person leading a group/committee to propose their own budget and then as a group we will review and approve all together.

A folder of information from last year was forwarded to everyone for review. Link [here](#).

Before next board meeting, there will be a review of proposed budgets by the executive officers (Lila, Noah, Jeremy, Christine) to see if they are in line with what was proposed last year and we can review the result of that meeting.

Nancy: Does it make sense to reach out to others who may be involved in these activities and get their input, rather than just one person making the budget proposal?

Lila & Jeremy: Yes.

We haven't had a formal way for reviewing member led events that typically don't involve any expense for us as an organization. Most member led activities do not cost us anything. But we want members to ask if they need support.

Action Items

Jeremy will share notes and past budget numbers with board after meeting

If your name is on [this document](#), use [the template](#) in the folder to get your proposed budget into the system (current folder [here](#)) - **before end of September**

The executive team will meet separately before the next board meeting on October 7th. We will vote on the budget on October 7th

Noah: For areas that we don't have budgets for, we won't have a line item for those activities. If an expense comes up, we'll have to discuss and determine how we'll approach it.

Jeremy: We need a [system](#) to have updates about the financing so everyone will know what's happening financially across all of the different programs where we are taking in money from events and spending money.

I will add numbers for what we think costs will be over the year, and compare to actual spending throughout the year.

Track where all revenue comes in and how it goes out through the year.

My goal is to have it updated every month.

Lila suggests – a form to fill out to submit for a reimbursement that would give some direction about category the expense would be assigned to could be helpful.

4) Review Existing events to see if there are events to add to National PCA Events Page

Pt. Reyes Fall service Day is coming up mid-Oct.

Lila will add this.

North Bay happy hour – to help us reach people we're not reaching.

** Update post-meeting. The North Bay happy hour is too soon. Next time should identify events 10 days out..

5) Lila: Updates Peace Corps Connect Conference

Nice reminder of the value and community of Peace Corps

Next year in Austin June 20th - Theme Innovation for Good

Mandy Manning was keynote speaker and Dr. Jody Olsen – current Director of Peace Corps attended

PCA has webcasts to watch.

Lila was on a panel at the event for environmental activism

NPCA offers 1 free reservation for the conference.

Consider when reviewing budget if we have the resources to provide support for more people to attend next year.

6) Jenna (from Austin) – Picnic Update

Jenna will be highly involved in planning the PCA conference next year. (The crowd roars with approval)

Sept 9th Picnic - approximately 240 people registered (panic ensued). 91+ showed (maybe 150 all together with guests)

>36 participated in the treasure hunt. Thanks to Jayson. It served as a good draw to get people there.

Expenses were around \$600. Budget was \$800.

Lots of positive feedback on the location, the novelty. Seems to have been enough food.

Board members and volunteers who showed up were helpful. Zero problems with getting everything to the island

Improvements:

Spend more time thinking about sustainability of materials. Compostable or well marked bins

Carpool organizing didn't work well

There were a lot of events that weekend. Not sure we can find the perfect date

Jenna made the budget thorough showing exactly where we spent money

Paid ads on Facebook were a great idea, we got some people there because of them, who didn't know about us before.

7) Nancy - Community Service Update

Beach clean-up went fine, except for 1 person who came, but couldn't find us.
Lila has an extra banner if anyone needs it.

8) Noah – Tech Update

New team drive on Google is available.
There is still cleaning up that needs to be done.
If you find an item that has a broken link, that link needs to be restored.
Going forward create all of your NorCalPCA documents in this drive.
Links in the old space need to be updated. **Be aware that you have the ability to delete files for everyone.**
Noah is moving all of the other stuff to the google for non-profits
Everyone will have to reset their gmail accounts
Nothing will happen before next board meeting.

9) Grants Committee met yesterday. Reviewed 14 grants proposals.

Will spend \$10,200 on 6 grants and another \$1,000 on one that is still being investigated.
Lots of thanks to Jeremy for figuring out the financial situation.

Jeremy and Jeff – depart from meeting

10) Michael – letters to donors

Sent out drafts of 2 documents, 1) for those who join online; 2) a letter to donors to recognize which level they have joined at.
Feedback: Jeff will still be the one sending things out. Suggest streamlining so the letters will be signed by Jeff. Michael will use the broad info@norcalpca.org email as the contact referred to in the letters.

Terry initiative – send a bumper sticker to all current PC Volunteers
Michael will reach out to Terry since we are using our bumper stickers as part of our membership incentives.
On the physical letters. Plan is to auto u

11) Lila - Bylaws

30 days before the Annual General Meeting, (usually sometime in the first 30 day of the fiscal year) we review the by laws.
Right now there is specific wording for how many board meetings a board member can miss before they are asked to leave the board. The number is 3. Suggest we reword this to say that the board has the option to remove a member after missing 3 meetings. Don't want to lose good board members.
Also need to change how we elect new board members or move existing board members between regional and at large positions.

Pete has volunteered to help, **but we are looking for others**. if you are interested in reviewing the bylaws, feel free to join the committee! Let Lila know. Noah is also interested.

12) Check in with Focus Area Teams

a) **Derek – Monterey/ Santa Cruz area** we have a cohort of people of an older generation. Had a social event of students. Still a struggle to convince people it's worth it to travel from Santa Cruz to Monterey or from Monterey to Santa Cruz.

b) **Jenna** – World Affairs Council wants to offer RPCVs a discounted membership Also they are open to hosting events – like a storytelling night

Our goal is to remind others that they can plan their own events. Use our newsletter and resources to help get the word out and other people involved.

c) **Jesse – Diversity**

I'm just going to keep going on with setting up social events/meet ups/happy hours. While I'm at events will try to continue to find feedback on what else people want to do.

We are happy to cross support, post to get more attention to these events.

To Do: Lila will put Jesse in contact with the diversity person at Peace Corp's Oakland office.

d) **Holly** – joined call. At Thanksgiving we deliver a workshop to support volunteers who have returned during the previous year.

We're looking for a new person to facilitate the workshop, it's the Saturday before Thanksgiving

Also considering running another resume development workshop – question is where? Maybe Stanford? Cities tend to have facilities: Millbrae, San Francisco

e) **Nancy** - looking for community service activities to support and highlight. Many are one off events.

Lila: Should we look into translating for community service?

Motion to end meeting approved.