



Northern California **PEACE CORPS** ASSOCIATION

NorCalPCA Board Minutes

November 7th, 2018 6:30am - 8:30pm
63 Abrams Ct, Apt 713, Stanford, CA, 94305, California

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

Board Director Attendees (in-person):

Michael, Kathleen, Holly

Board Director Attendees (virtual):

Lila, Ella, Jenna, Jesse, Noah, Derek, Nancy

Board Directors Absent:

Jeff, Glenn, Jeremy

Board Meeting Minutes:

- 1) Appreciations (6:30-6:35)
 - a) Thanks to Noah for all his hard work on email transition!
 - b) Michael: Thanks everyone for being flexible and for being willing to meet on a weekday.

- 2) Quick votes (6:35-6:40)
 - a) Vote on [October minutes](#)
 - i) Motion to approve minutes is unanimously approved.

- 3) [World Health Run](#) (6:40-6:55) [Benjamin - guest]
 - a) Resources: [WHR One Page Overview](#); [WHR Local Event Host Overview](#); [WHR Local Event Production Manual](#)
 - b) Ben is an RPCV from Senegal, returned in May, just went to NPCA conference where he met Lila.

- i) World Health Run is a 5k Run/Walk that has a goal of raising funds and awareness for Health Equity all over the world. People can run ANYWHERE, sign up wherever they are. Dr. Andrew Dykens has been working in Senegal for 10 years doing cervical cancer research, came up with the idea.
 - (1) April 7th is World Health Day, the idea is that anyone can sign up, run, and raise money for a health related project of their choosing. April 2018 was the first time it happened.
 - (2) This year they'd like to host major runs in at least 15-20 cities across the US. Last year Chicago had 200 participants and was the only major city.
 - (a) WHR is partnering with universities, rotary clubs, affiliate organizations, etc. hoping to find groups that are willing to host a run.
- ii) Money raised is split between international partners, local partners, and the project of the individual runner's choosing. He wants us to choose a project and recruit runners/walkers. Participants in our run would have their money donated to the project of our choosing. The more runners, the more \$\$ goes to our project.
- iii) WHR people are willing to help with permits, planning, and mapping of the run
- iv) Our event can be as big as we want to go - last year Chicago was the only one to get permits. It can be as formal as we would like to make it. WHR wants to be umbrella and support.
- v) Nancy - could it go to our grants fund?
- vi) Ben - doesn't see why it couldn't. Needs to check, but believes he would say yes.
- vii) Derek - what do you mean by project?
- viii) Ben - In the past funding has gone to organizations like, for example, one that funds cancer research, one that funds menstrual health for girls around the world, etc. In the end, they want it to go to organizations or projects that are promoting health equity or something similar.
- ix) The date for 2019 is Saturday, April 6th.
- x) They would prefer that we provide them with info ASAP, but the latest would be mid-december to let them know that we'd like to host. After that, we can talk to them about help with permits, planning of the run, etc.

- xi) Lila - Invited Ben because she thought the run could align with community service, grants, etc. What we need to think about is capacity, as well as who would be responsible for seeing this through.
 - xii) Michael - Saw on the website that NPCA is a partner, what does that mean?
 - xiii) Ben - NPCA is an international partner - for every dollar that's raised, \$.40 goes to the local partner, \$.07 goes to international partners.
- c) We plan to discuss all of these details at the next board meeting to see if we're interested and have the ability to see the project through.
- 4) Review existing events to see if there are good candidates to add to [Peace Corps RPCV Event Page \(criteria\)](#) and [NPCA Calendar \(form\)](#) (6:55-7:00)
- a) Holly - Thanksgiving was not accepted because it is not in a public space
 - b) Lila - most of our events coming up are normal. Maybe we could put the South Bay Happy Hour up?
 - i) Michael - talk about networking and 3rd goal stuff at happy hours, so that could work.
 - c) Michael - Alameda County Food Bank event is coming up - could we post that?
 - i) Michael to post.
 - d) Ella - brought up Peace Corps video night, which is a member event.
 - i) At a residence, so that doesn't work.
- 5) AGM updates (7:00-7:05) [Jenna]
- a) Surprise! Jenna is about to move to New Zealand - leaving in December
 - i) She will still help to organize, manage, and plan the event. Just a heads up.
 - b) Lila - we're super excited for Jenna's next move, very thankful for her help to continue with AGM.
 - c) Jenna - looking at a couple places that could serve as venues. Would like to build a committee of sorts to have a team working on it. Maybe bring in Constantine?
 - d) Noah - likes the idea of bringing in members to get involved, will forward contact info of a couple people to Jenna
 - e) Jenna - Events are a lot of work and a team would be helpful - Jenna can manage, but would need people in line to help
 - i) Forming a team will be top priority in the next couple weeks. Would like to have team, date, and venue set by 12/11
 - ii) Holly - connecting with Nick might be helpful... people who are in the middle of career changes may be willing/able to help.
 - iii) Noah - this is a good moment because we're in the early stages of the AGM, plus we're in board recruitment mode. This is the window when people should be thinking about it. Planning for the AGM could be a soft

commitment for people to test drive what it might look like to be a board director.

- iv) Jenna - will still have internet and plans to still attend board meetings until the turn of the board while she is in NZ.

6) Email & Other Transitions (7:05-7:20) [Noah]

- a) Thanks for everyone's patience, no real time to do it besides then or in January. Took advantage of the window in his calendar.
- b) Everything should be good now, but if anyone has issues with email let him know.
 - i) Holly, Nancy, and Jeff are having issues and would like support
 - ii) Noah will reach out - and will set a static password so there isn't a timeline. When you login you may want to go into settings and change it.
 - iii) Noah to help Nancy set up email on her phone.
- c) A couple other transitions -
 - i) Flickr is changing policies, plans to delete photos from users that have 1000+ photos that haven't paid
 - (1) Ella - has downloaded all photos and uploaded to facebook, so there shouldn't be an issue.
 - (2) Noah - is the photo quality the same?
 - (3) Ella - should be the same, but she'll check. Also may have them on her HD.
 - (4) Noah - okay, so not a problem.
 - ii) Now that email is off of DreamHost, only things left are board email list and domain name. Eventually would like to transition to google as well. Doesn't want to make that transition until we know it won't mess up silkstart.
 - (1) Ella - maybe could cause 6-12 hour downtime, but shouldn't be an issue.
 - (2) Noah would like to consolidate from GoDaddy, Dreamhost, etc. to all Google.

7) Elections (7:20-8:00) [Lila & Noah]

- a) NorCalPCA [membership numbers & board representation](#)
 - i) At elections we'll be voting on board directors and bylaws. Link above shows how board directors are setup and where vacancies are. Quite a few terms are expiring, but there are also "soft-openings" for people who have or will be leaving. Lila and Noah both have their seats opening up, and will need to run for re-election. Jeff would like to stay on and run for reelection, but won't make it to the next couple meetings.
 - ii) In terms of recruiting or running for reelection, check document above.
 - iii) Lila would like to talk about allocation of board directors based on membership. Ella, will you explain active/expired/contact again?

- (1) Ella - Active are people who have logged in and have chosen to renew. Could be free members or paid members. Expired are people who at one point in the past have become members, but whose membership has since lapsed. We didn't have expiry notifications for a while, so that might be why. Contacts are people who don't have membership, but may have come to events, on newsletter, outside of California, etc. A lot of contacts come from the past when we added people to email lists.
- iv) Allocation of members:
- (1) Right now we have 3 East Bay and 2 South Bay, should we have 2 for SB/NB/SF?... if anything we should have 3 in SB due to membership #s.
- (2) Ella - The reason for high numbers of South Bay members could be that board directors in that area have recently been super active: planning lots of events, etc. Maybe that's why we see these discrepancies.
- v) Michael - interesting to see South Bay with such a high number, don't know what to attribute that to. San Jose is a huge city and is a part of the South Bay, maybe that's why? Sadly we don't do a lot of things down there. Maybe getting one of the South Bay people to be from San Jose could help. Interested to see how membership fluctuates from year to year before making any changes to # of board directors.
- vi) Lila - we could take away 3rd rep from the East Bay and make it into an at-large person, if they're from the South Bay that would be great. Don't think we should create a new category (San Jose for example).
- vii) Noah - maybe we focus recruitment of at-large directors to increase parity. It would be cool to see an at large person be recruited from the South Bay, but we shouldn't necessarily change category.
- viii) Kathleen - should any region of the bay area regions have more than the others?
- ix) Lila - thinks initial intention was to have proportional representation. Are we looking at dropping the East Bay to 2 board directors and reallocating the extra seat to the at-large pool?
- x) Noah - If we are talking about proportional representation, Mendocino and Ukia shouldn't have two seats - maybe could be "North Coast?" Then try to recruit someone from there. Ella, have we talked about a Sacramento spot?
- xi) Ella - there is a Sac group and we don't want to infringe. Maybe having a spot for "all non-bay area" people could work?
- xii) Noah - maybe set aside a person to be a "small group" or "new group" rep.
- xiii) Brief discussion about 7 at-large seats or 6 at-large seats and 1 "small group" representative.

xiv) MOTION TO - proceed to next election with 7 AL seats, re-allocating the 3rd East Bay seat as an “at-large” board director seat.

(1) Motion is unanimously approved.

- b) Bylaws
- c) Word document being sent around has “tracked changes” so that people can see how things have been changed. Examples: attendance requirement, member groups.
 - i) Noah, Lila, and Pete have worked on some changes already
 - ii) For example - tried to clarify both elections and how alternates work. Made it clearer that alternates are essentially elected to the board, but can't vote (unless someone who isn't at meeting says alt. can vote in their place). Gives opportunity for people to take over empty spots easier.
 - (1) Vacancies - key issue is we don't want to have a full blown election everytime there is a vacancy, and we don't want to have a regional election if a regional spot opens up. Wording was changed to make openings easier to fill without as much shuffling of AL people.
 - (2) Changed around some language - telefax was still in there :’D
 - (3) Budgeting - nothing was in bylaws regarding budgeting or fiscal procedures, so that was added - mostly under Treasurer description.
 - (4) Lila - lots of things we already do and know that we do, but weren't explicitly stated.
 - iii) Lila - would like to propose that we vote on the changes to the minutes at the next meeting since few people have looked at them. Then they will be voted on by the membership. Bylaws are so much fun!
- d) Strategy session?
 - i) Lila - could be helpful to think of dates, last time it was helpful to have that in mind going into elections.
 - ii) Ella - January board meeting would be a good one for inviting new nominees to sit-in (would be a good meeting to discuss date for strategy session).
 - (1) Jesse is hosting in January.
 - iii) Nancy - we should do the strategy session during a 5k on April 6th, HAHA!
- e) Volunteers to recruit board directors
 - i) Lila - good to hear that people are going to events and have it on their radar.
 - (1) Do we have any people that are interested in being point people
 - (2) Holly, Noah, and Kathleen are interested in being point people for prospective board directors. Everyone can answer questions, but if candidates would like to talk for longer they can reach out to one of them.

- f) Election Timeline (Ella) -
 - i) Open applications on 12/13
 - ii) Invite applicants to board meeting on 1/5
 - iii) Applications due on 1/10 (mid January)
 - iv) Online elections open 1/23 or 1/24 (end of January - depending on date of AGM), run through 2/21 (end of February).
 - v) Bylaw changes also need to be sent out on 1/23 or 1/24 (bylaws say we will send them out 30 days before AGM)

- 8) Finances (8:00-8:05) [Lila]
 - a) All grants except 1 to Kenya have been sent funds
 - b) October budget/funds update coming soon from Jeremy
 - c) Any amendments to the budget? Let Jeremy know
 - i) Community Service
 - d) Noah - do we need to send in a new form 990 and post it to the website since it's a new fiscal year? No one is sure... Something to have on our radar.

- 9) Secretary - any interest? (8:05-8:10)
 - a) Duties would mostly be minutes until AGM
 - b) Kathleen - willing to do it until the AGM!
 - c) Noah - would like to talk about it a little bit, maybe a few other duties for the secretary role in the future "keeper of keys (i.e. passwords)"
 - d) But Kathleen doesn't have to do any of that, that's for the next secretary.

- 10) Board Appreciation Event (8:10-8:15) [Lila]
 - a) Looks like it'll be Jan 26/27, that's when it worked for most people.
 - b) Hanging at people's house, playing games, and chilling was top pick
 - i) Next top idea was a hike.
 - ii) Lila will send out a calendar invite sometime soon.
 - c) Noah knows Alameda is never a popular place, but is willing to host. Also has board games to bring.

- 11) Updates/questions to share. Anyone need help or assistance from any of the other areas? Any exciting headline-style updates that you're excited to share? (8:15-8:25)
 - a) Fundraising
 - i) Question on crediting donations toward memberships?
 - (1) Michael - sometimes people make donations but don't allocate them towards memberships?
 - (2) A few people say we talked about this and voted on it, said plan was to give those people memberships.
 - (a) Ella looking back in minutes, can't find any record of a vote.

- (3) MOTION to have donations automatically allocated towards membership except grant donations
 - (a) Passes unanimously
- ii) Bumper stickers
 - (1) We have given out all the rest of our stickers - large donation and made \$1000 (20/sticker).
 - (2) In the process of ordering more, slightly taller but less wide.
- iii) Process to get shipping address when donation is made
 - (1) How can we make this happen? It could make Jeff's life easier regarding finding people's addresses for fulfillment regarding membership tiers.
 - (a) Ella - we can have automated email include addresses and be sent directly to Jeff.
 - (b) That solves this issue.
 - (c) Lila - think about how to retroactively do it.
 - (d) Ella - can retroactively pull a report of addresses for people who have joined at particular membership tiers to indicate what should be in boxes.
 - (2) Michael - have been keeping track of membership since tiers changed, has been keeping data in spreadsheet.
 - (3) Nancy wants to challenge people who haven't gone past basic membership to do so.
- b) Thanksgiving / passing of stuff
 - i) Holly is making a final plug - right now at 10 people but can go up to 30. Smaller than usual. Sent an email to those attending to share with others.
 - ii) Noah shared with Dan from YoPro event.
 - iii) Needs for NorCal stuff reminded Lila that a storage locker could be really helpful in the future.
 - iv) Feels silly to keep buying things we already own as an organization.

12) Wrap Up (8:25-8:30)

- a) December meeting on 12/11 - Jeremy is hosting
- b) MOTION TO ADJOURN
 - i) Passes Unanimously