



Northern California
PEACE CORPS
ASSOCIATION

NorCalPCA Board Minutes

January 5th, 2019, Noon - 2:00pm
South San Francisco, California

Facilitator: Jeremy Karnowski
Host: Jesse Schofield
Minutes: Kathleen Campbell

Board Director Attendees (in-person):

Jesse Schofield, Jeremy Karnowski, Holly Uber, Kathleen Campbell,
Observer -Adrienne Baker-Kang – Burkina Faso, 2016 until evacuation in 2017. North Bay
Observer: Davin Lal – Kenya 2012 – 2014, East Bay

Board Director Attendees (virtual):

Nancy Beam, Ella Dowell, Noah Brod, Michael Hotard, Jenna Smith, Lila Holzman,
Observer: Joe Lourie – Kenya 67 – 70, originally from New York, in Bay Area for decades.
Speaking at Commonwealth Club on January 16th. Would like to be involved with recently
returned RPCVs and their job search. Intercultural communication and Fundraising.
Observer: Bora Lee – Nepal, 2013- 2015, originally from Bay Area. In South Bay

Board Directors Absent:

Jeff Zundel, Derek Owens, Glenn Anaiscourt

Board Meeting Minutes

Appreciations this month:

Holly – Webinar a month ago on career paths that was led by a non-board member
Jenna calling in from New Zealand
Michael to for sending out Newsletter and thank you's to individuals who have donated
South Bay members who held the happy hour while Michael was out of town
Ryan who has been posting North Bay happy hours

Vote on December 2018 minute notes: Unanimously approved

Upcoming Events for Calendars:

Point Reyes Backpacking trip onto NPCA, rejected by Peace Corps

Rotary Speaking event – Michael will add to NPCA calendar

Commonwealth Club Presentation – already on NPCA (there is a fee), use promo code to get 50% off.

AGM – March 3, 2019 – add to NPCA & Peace Corps

Noah – going to organize a volunteer appreciation event, February 9th

AGM Updates: Jenna

Things are coming together. Good committee is formed.

Focus for this month is to fill in program with acts from host countries (song/story).

Will start promoting potluck and attendance to membership this month

Recognizing Donors:

We asked donors about publishing their names and Silver and above tiers were mentioned in the 2018 Newsletter. Platinum and above are recognized at AGM, which is \$500 and above.

That's about 3 to 4 people, not sure all will be there.

Ella will run a report to make sure we get everyone included.

Michael will reach out to the donors to make sure they are comfortable being recognized

Jenna will work this into the program

We need to figure out award/proper recognition

Board Elections: Noah & Lila

Deadline for nominations extended to end of January. Voting in February

Lila and Noah have submitting their nominations. Holly will as well.

Remind people that we want to have more new people apply for board.

Joe – it would be helpful to share the bylaws with people who are not familiar with them or have never seen them.

Noah – Bylaws are on the web site. I will send that link out right after meeting. New changes (clean up) will be distributed soon.

In the past we've posted an election page with bio's for all of the candidates and new bylaws changes.

Ella: when nominations are closed, I will put up bio's on the website.

Executive Officer Positions Transition Process Discussion: All

Executive Officers are President, Vice President, Treasurer and Secretary

Each has a 2-year term

After the full board is elected, then just the board members elect the Executive Officers

Current bylaws say that the board elects executive board positions for a term of 2-years.

Agreed that following the 2019 AGM, the board will only be voting on filling the Secretary position. The other 3 board positions have already been voted on and, therefore, will continue through their 2-year term. Lila and Noah have submitted their nominations for general board member positions.

Board Member Job Descriptions: Lila

Lila consolidated the job descriptions that were drafted last year. Asking each board member to review and update the job description you are fulfilling.

For folks who are stepping out of their role, consider what the next person needs to know.

There are a couple of new roles that need to start from scratch: Events, Diversity

Format: feel free to adjust as necessary

Board Appreciation Event: Lila

Sunday, 27 January 2019, 5 pm to 8 pm. Lila plans to host game night

World Health Run: Jesse

Saturday, April 6th – will serve as a fundraiser to feed our grant program

Jesse has submitted application w/ San Francisco Dept. of Parks and Recreation already.

WHR has already paid for it application. WHR anticipates about 100 participants for 1st year race.

Will take 2 months to review application.

5 K run/walk. Can be done virtually as well.

Location: Golden Gate Park, Streets in park are already closed off during the weekends.

We will need a group to pull this off.

Fundraising End of Year Appeal: Michael

Sent thank you/appreciation letters to our larger donors with a newsletter.

Michael sent appeal for donations to 58 people. List included anyone who had given \$50 or more in the past 2 years.

From those, looks like 2 people have responded with gifts before the end of the year.

Noah is putting together volunteer appreciation event, would like a list of people who have hosted events. Include donors too (bronze and above).

Storage and stuff – Lila

Glenn still has stuff stored in his garage. Found yet another box of mostly bbq stuff.

Project for 2019 – find a common locker that is accessible to most and close to a BART Station. Also Hostelling may be willing to provide an in-kind donation of some storage space. (Noah/Lila will follow-up) Davin may be able to pick up current box from Glenn.

Tech/Website - Noah

Have been moving and consolidating all digital resources to Google. Domain registrar is now held by Google. Dreamhost still hosts the listserv. Service is decent and works well enough; no cost. Finish shutting down Dreamhost and transfer listserve to Google?

(No sense of urgency since all is working at no cost)

Noah is going to do a write-up and document processes for how people get accounts.

There is a tech coordinator Job Description

Financial Updating Systems - Jeremy

Most things are ready/updated. Jeremy is putting together a report that covers all of the changes over the last few months. Categories for budgets – have been updated

There are credit cards now connected to the NorCalPCA bank account that we can put some of the operating reoccurring expenses on. Jeremy wants to speak with bank so that transactions that come from our bank account appear to be from the organization and not from him personally.

February Board Meeting: Feb 9th, Saturday, 1 to 3 pm

Ella not able to host. Should be largely prep for AGM.

Noah to host in Alameda and combine with Volunteer/Donor appreciation event. Noah will send out email invitation to list of volunteers/donors we want to invite. Jenna knows someone at Almanac Brewery, could possibly arrange a tour as the location for this event. Will make introduction to Noah.

Brewery does not sell food. Is there a budget for food?

Peace Corps Week – Last week of February until March 2nd : Lila

Do we want to do something to highlight it?

There will be a day on the Hill for advocacy

Lila has a call with NPCA on Tuesday. They just hired a new Government Affairs person. Will have more details after the Tuesday. Would be great to do some advocacy work in conjunction with the date.

1:40 pm – Unanimously vote to conclude the Board Meeting

Followed by open Q&A with observers