

Minutes of the May 5, 2013 meeting of the
WCPCA board of directors

The meeting was held at the home of Dorothy Soper, 7-9 pm. Dale Morse presided.

Attending: Juliet Bender, James Cloutier, Gary Cornelius, Charles Goldsmith, Julia Harvey, Deb Jones, Dale Morse, Howard Schuman, Dorothy Soper

1. The board discussed possible candidates for the vacant officer positions. Julia Harvey volunteered to step into the presidency. The board approved her appointment to the board and to that position and also Howard Schuman's appointment to the board. Dale welcomed them both and encouraged board members to continue to recruit others for the remaining vacancies of vice president and secretary.

2. Brief updates:

- WCPCA purchased a paver for the Nobel Peace Park which is being constructed in Alton Baker Park. The cost was \$100. The organization's name will be inscribed on the paver.

- Juliet reported on the NOM party which was held on May 3rd in the Many Nations Longhouse on the U of O campus. About 60 people attended and sixteen trainees were honored. The program consisted of short talks by three WCPCA members who are recent PCV returnees. Each described a specific aspect of her experience. The three main topics covered were training, living conditions, and assignments. The NOM party was cosponsored by WCPCA and the U of O recruiter's office.

The next potluck will be on October 11th at her and Charles' home.

- Michael Mooser has made a generous donation to WCPCA and asked that it be placed in the restricted account to fund humanitarian projects. Dale will send him a thank you letter.

- Dorothy asked that June newsletter copy be sent to her by the evening of Sunday, May 19th.

- Dorothy will order 100 international calendars for 2014. Sales will begin at the Eugene Celebration. The board will identify someone else to be responsible for subsequent calendar sales.

2. There was a brief discussion about WCPCA's participation in the Eugene Celebration, August 24-25. James encouraged board members to recruit international students to join the parade. James will coordinate plans for our participation in the parade. Dorothy will coordinate work to set up and staff the booth. James and Dorothy will write articles for the June newsletter to begin to recruit people for both activities.

3. Deb Jones updated the board on work that she and Miriam Aiken have carried out to reorganize WCPCA's IT set up. Felicia Kenney has offered advice in this transition. Deb and Miriam have been working with Joe Millon of NetCorps to refine and reallocate responsibilities for the IT work so that Felicia is no longer responsible for it.

Deb described the basic areas of the organization's IT activities as preparing the newsletter, maintaining the website, forwarding emails that come to the organization, maintaining the "mailman" list of email addresses to which the newsletter and other information are distributed, and maintaining the membership database.

The website continues to be housed on the Site5 server and is also backed up on the NetCorps server. Deb does basic updating on the website and forwards emails that come to the organization. She also keeps the "mailman" list of approximately 370 email addresses up to date.

Miriam has worked with Joe to refine the membership database to make it more user friendly. The database resides on the NetCorps server but Miriam has access to it from her home. Miriam is fully responsible for all phases of membership activities. The board expressed an interest in receiving a quarterly update on membership numbers and the names and contact information for new members.

Deb explained that board members only have access to the board page of the website, www.westcascadepca.org/board. Each board member has a unique password and Deb will send information about this to the new board members. The board page has many items of information and is the page where board minutes reside.

Charles asked whether the information in the membership database could be downloaded to an Excel spreadsheet. There was a consensus that this is possible.

Deb explained that currently the newsletter is organized in HTML for distribution. We might consider using a template which doesn't require HTML. That would require the responsible parties to learn about the template but that also might make the responsibility more transferrable.

4. The board discussed several next steps in the management of IT situation including:

- a. need for a longterm plan regarding future of the membership database set up
- b. need for two people to take responsibility for website content. We discussed the need to review each page of the website for modification and to create a design for the homepage.
- c. need to define WCPCA's ongoing relationship with NetCorps and costs being incurred

5. The board reviewed the work of the membership survey committee whose members are Miriam Aiken, Randall Donohue, and John Hannah. Board members received a draft survey dated April 29th which replaced the draft handed out at the April 15th board

meeting. Both drafts are available on the Survey Monkey website. The latest draft is limited to questions regarding new WCPCA activities plus an optional question about the age of the responder and an opportunity to make comments or suggestions.

The board reviewed each question and made suggestions about five of the ten questions. Howard offered to meet with the committee to go over the board's suggestions.

6. The board set the next meeting date for Sunday, October 6th, 7pm, at Dorothy's home.

Dale adjourned the meeting at 9pm.

Minutes prepared by Dorothy and approved by the board.
5/13/13