

## Minutes of the WCPCA board meeting

Sunday, October 6, 2013

The meeting was held at the home of Dorothy Soper. Attending were Miriam Aiken, Juliet Bender, James Cloutier, Julia Harvey, Howard Schuman, and Dorothy Soper. WCPCA president, Julia Harvey, presided.

1. **IT updates:** Miriam Aiken reported on her work on the membership database with Joe Millon of netCorps. The work was authorized by the board at its January meeting at which the board allocated \$500 in the 2013 budget to “cover the costs of initial consultation and possibly some first steps” regarding the organization’s IT set up. Miriam sent the board an update on her work with Mr. Millon in February and gave an oral update at the board meeting. The October treasurer’s report recorded that \$433 of the amount budgeted in January has been spent.

The board thanked Miriam for her work and discussed various aspects of the report. At her request the board gave Miriam direction on the following items.

- Board approved deleting approximately 300 names from the membership database for people who are not members and for whom there are no email addresses.
- Board reaffirmed its longstanding practice of maintaining a Peace Corps community email list which is separate from the membership list and is used to distribute the newsletter and sending emails with general information. This list is housed in the “Mailman” program on Site5 and is managed by Deb Jones.

Miriam sends Deb the email addresses of new members or the updated addresses of current members and Deb enters this information into the “Mailman” program. The only information contained in the “Mailman” program is names and email addresses. This list includes all members and also people in the larger Peace Corps community whose membership has expired or who have requested to be added to the WCPCA emailing list. Names and email addresses are deleted from this list when emails bounce or when someone requests to be deleted from the list.

- Board approved securing the permission of new members before listing their names and contact information in the membership directory.
- At times the NPCA membership list for WCPCA shows the name of a member’s spouse when no membership dues have been paid for the spouse. Board approved Miriam’s contacting the couple to ask if the spouse so listed would like to join WCPCA directly, paying \$8, which, added to the \$15 of the NPCA rebate, totals \$22, the cost of a family membership for those who join WCPCA directly. If the couple agrees to this, both become WCPCA members.

Note that NPCA does not have a family member category. Each person who joins NPCA and WCPA through it, will pay the full membership cost for both organizations.

- The board requested a list of all members with new members in 2013 being so identified. Board members will soon specify the data items that we need to know. This will take place soon as the list is needed immediately.

Additional work that Miriam would like to request of netCorps:

The board authorized up to \$250 to pay netCorps for the work listed below. The \$63 remaining from the previous allocation will be applied to this sum. Ensuing work is authorized only for the membership database.

- Revamp the Access membership form to include new variables such as creation date and expiration date, Membership type or non-member status (newsletter only), bad address, spouse or partnership record, and there are others.
- Establish queries to identify those who have not indicated whether they want their name published in the directory; to establish email list for members only, and for all contacts in the DB, and for searching by email address.
- Establish a query to identify couples who have paid \$22 dues (for a family) and those that have paid \$15 dues (for one member).
- Create an email renewal reminder that sends to each member his or her name, address, email, country of service and bio information that is currently in the database and asks for confirmation at the time of renewal.

**2. Membership numbers:** Miriam's written report, 10/6/13, stated, "Membership stands at about 100-130, depending upon renewals."

**3. Recent activities:** Juliet explained that a dozen people attended the September bookgroup's meeting which she and her husband hosted. The discussion was lively. The bookgroup selected a newly published book, *Peace Corps in Panama: Fifty Years, Many Voices*, by Meredith W. Cornett to discuss at its meeting on November 4th at Dorothy's home.

James reported that about a dozen WCPA members and their friends worked as the clean up crew for the Food for Lane County fundraiser, Empty Bowls, in early September. This is a traditional WCPA activity. The organization has received a thank you letter from the FLC board of directors. The letter's message will be published in the November newsletter.

**4. Regional meeting:** In 2014 WCPA will host the annual meeting of the five northwest RPCV organizations that are located in Eugene, Portland, Seattle, Spokane, and Boise.

The board made preliminary plans as follows and will consult with representatives of the regional organizations and the WCPA membership to ask for their contributions:

- a. preference for a meeting on a Saturday in early April; expected attendance from other RPCV organizations is about ten.
- b. an agenda based on topics of mutual interest rather than asking each group to give an annual report. The latter may be shared as .pdf files prior to the meeting. It's possible to identify a speaker or have a musical program, etc.
- c. WCPA members will be asked to help lodge out of town visitors for the meeting.
- d. A general approach to the day would be to start with a potluck lunch and then have a 2-3 hour meeting with a break in the late afternoon when host families might meet their guests and show them around Eugene. Those attending the meeting plus WCPA members might gather for a no-host dinner at a local restaurant.
- e. a conveniently located venue which will allow a potluck lunch. Preference expressed for the Longhouse on the U of O campus for which there is no charge.
- f. Those attending are likely to be ten from out of town plus the WCPA board, and local members. Paulette Thompson who is the northwest representative to the NPCA board of directors is expected to attend from Seattle.

The board will look for a chair person and a small committee to organize the meeting. Julia will contact the presidents of the other northwest organizations to ask their input on relevant items from the list above.

**5. Membership Survey:** The report of the membership survey appeared in the October newsletter. There was no further discussion of the report at the meeting. To date the board has not received information on the cost of the survey. Howard will work on having one submitted.

Howard has followed up with an offer to mentor those who are interested in international work and to speak on international employment at a potluck next year. Another response is from Marvy Schuman and Jeem Peterson who noted that the survey showed a member interest in cooking. Marvey and Jeem will offer a lesson in Thai cooking: the preparation and enjoyment of a six course Thai dinner for a cost of \$15 per person. Howard will let members know of this opportunity and work on setting up the event.

**6. Potlucks:** Juliet told us of preparations for the October and December potlucks. She offered to continue to work on organizing potlucks next year. A signup sheet for potluck hosts and program topics for 2014 will be displayed at the December potluck. Calendars and tee shirts will be sold at both potlucks.

Juliet explained that the *Register Guard* now requires that an address be included in the announcement of an event. Traditionally notices of potlucks referred interested parties to the WCPCA website for such information. The board agreed not to include an address in a newspaper announcement and thus will no longer submit potluck notices to the RG.

**7. Treasurer's report:** Dale had earlier sent the October treasurer's report to the board via email. The board reviewed current account balances and revenues and approved the report.

**8. Calendar sales:** The board ordered 100 international calendars to sell this fall. A dozen have been sold to date. The calendar is listed on the shop page of the website and can be purchased online. Calendars will also be sold at WCPCA activities. The calendars are at Dorothy's home and can be purchased directly from her for those willing to pick them up. A request for someone to promote calendar sales through local businesses has appeared twice in the newsletter but there has been no response.

**9. Identifying board members for the 2014 board:** The 2014 board will be elected at the December potluck. The current board will begin at this time to talk to WCPCA members about board positions that need to be filled. Candidates are needed for the following offices: vice president, treasurer, secretary, and communications coordinator. At large candidates are also welcome but first priority is to fill the offices.

An article in the newsletter invited interested parties to contact a board member to learn about board service. Dorothy will contact one or two people about serving on a nomination committee for board members. This committee will offer a slate of board candidates. No positions will be contested. The 2014 board will be elected at the December potluck.

**10. Project funded:** The board voted to fund a humanitarian project organized by Amber Gomes, who is from Bend, OR, and is now a PCV in Kenya. Amber contacted WCPCA to inquire about support.

The project "Maisha Eifu," which means "a thousand lives" in KiSwahili, is listed on the Books for Africa website. Amber has submitted it to the PC for review as a PCP project but the review has been delayed by staff changes at the PC and the government shutdown.

Amber is seeking funding for the transport of books to her site to be distributed to up to 53 nearby school libraries. The books will be donated to Books for Africa, a 501 (c) (3) charity, and project funds are needed for their shipment to Kenya and overland transport to her site. Amber has applied for several grants to cover the approximately \$13,500 in shipment costs for 22,000 books. She thinks that she'll have about \$10,000 in funding from other grant applications and so is looking now for donors for the remaining \$3,500.

The board voted to donate \$1,200 to Maisha Eifu through Books for Africa. Funds will come from this year's distributions of the Beryl Brinkman Memorial Fund. Dorothy will contact Dale about sending the funds and inform Amber of their origin and also inform the principal donors to Beryl's fund of this decision. The project's full description will soon appear on the website.

**11. Posting of the minutes:** In December, 2012, the board agreed to discuss whether to continue to post board minutes on a public page (Business) of the website. Doing so is a tradition and required by Article IV, Section 5, of the bylaws in the sentences: "The Secretary takes, reproduces, and disseminates to all members through the monthly website the minutes of all monthly meetings. The minutes must be maintained in a log or archive which is available to members for any proper purpose at any reasonable time."

The question was brought up at the end of 2012 about whether the privacy of WCPCA members was compromised by this practice. Dorothy Soper, who was the board president at the time, agreed to have the minutes posted temporarily on the board page of the website pending a discussion of the matter by the board.

The board's discussion took place at the October meeting and the board agreed that privacy wasn't compromised since, although members' names were included in the minutes, no contact information was included. No one has complained about a breach of privacy. An email vote taken on this question in February was judged invalid because only three board members voted and this number doesn't constitute a quorum. The board's practice will thus revert to the status quo ante and will be in accordance with the bylaws.

**10. Next meeting for the board** will be Sunday, December 15th, 7pm, at Dorothy's home.

Minutes prepared by D. Soper

Approved by the board, 10/14/13