

Draft BoD Meeting Minutes  
19-20 April 2008  
Minneapolis, MN

President Adams 4/19/2008 8:40 AM  
Call to order

Present: Elliott Adams, Mike Ferner, Bill Collins, Ken Mayers, Patrick McCann, Anita Foster, Ellen Barfield, Thomas Brinson, Gary May, ED, Michael McPhearson, GUEST: Steven McKoewn.

Thanks to Anita & John for breakfast & transportation.

President Adams read Statement of Purpose

Approve Agenda  
Add No Bases, ILC  
Motion: approve minutes and agenda Anita, second Passed

Executive Director's Report

McPhearson—handout—Re: membership—special mailing to member inactive status to notify of inactive status and invite to reengage. Staff working on strategy to notify inactives of current or pending inactive status regularly. Goal to ensure that all inactives have received reminders/invitations to renew. Ideas include have “dedicated” members to write personal letters to inactives, encourage chapter contacts to follow up with their members re: reinstatement.

Anita—offers to call 100 current inactives  
Bill—offers to call inactives

Budget—bad fundraising year—not appreciably better for April.  
Three grants submitted this year—Democracy in Action declined to fund our operations request.  
Unitarian Universalists Service Committee will grant \$10,000 for torture initiative.  
Two more pending—recruiting

Salaries—no increases so far this year—budget issues.  
FTEE 6.5

Fundraising—raised \$62K for Winter Soldier—this is a model for future fundraising initiative

Convention Workshop—assemble members to do phone calls as part of the workshop  
Targeted fundraising appeal mailing—through St. Louis Post Dispatch.  
House Parties as fundraiser for specific activities. Patrick McCann to host party for Engagement—pledges \$2,000.

Treasurers Report including status of 501(h)  
Mayers—handout distributed.  
Budget shortfall continues—staff complimented on budget discipline.

#### Development Committee

Foster—handout

Transition to new database—going smoothly eTapestry—this is a priority item & office staff committed to mastering new database. Very powerful.

Staff engagement in staff development & fundraising—impressive. Good progress  
Case Statement—pending Mayers emphasizes its importance for chapters. Foster—case statement will be done no later than National Conference. ED to send draft of contents of case statement to Ferner & Mayers.

Giving Circles—ED redefined giving categories and donated amounts. Designations build on theme of building construction, e.g., bricklayer, touchstone. Branding and collateral benefits very important.

Next board meeting—agenda item—100% Board Give/Get policy

ED Salary Survey—Handout summative data from Payscale.com

Foster—motion Fall mtg. Mayers, Second McCann-passed to have annual ED evaluation at the Fall meeting.

#### Board Role in Budget Shortfall—Adams

Foster—calling inactives (see above) can be done absent the fully functional database—calls deal with currently available information/capacity

Adams—immediate issue is current budget shortfall—calling inactives will bolster commitment to the organization and sharpen board fundraising skills that can be built upon. We can do this now. Target Veteran inactives only.

Foster—to get phone call script and data collection form by close of business today.

Adams—chapter level Membership Coordinator should be appointed. McCann recommends competition & acknowledgement with “Successful Chapter”. Mayers—what’s the incentive for the chapter—suggestion give the chapter Membership Coordinator a toolkit to use. Mayers to assemble toolkit ASAP. As decided at January meeting, and add asking toolkit workshop participants to give feedback about reporting mechanisms, report to’s, etc. (Link to national office) BoD agreed with chapters’ designating Membership Coordinator.

Varone—will work with Foster on script & forms for calls to inactive members.

Proposal to engage BoD in calling, soliciting comment and providing feedback to national office/board. All board members are expected to participate in call initiative.

Foster—recommends segmenting implementation to judge effectiveness and modify effort beginning as soon as possible. Half to be done before e-Tapestry database is available, half after.

#### Vietnam Chapter—Adams

Motion: In order to encourage veterans of other countries to develop their own organizations for peace, VFP generally does not charter chapters in foreign countries.

However VFP chapters of U.S. expatriates are acceptable and may be chartered in the nations where they live.

Nonetheless, even when an expatriate chapter has thus been chartered abroad, we encourage our members there to support efforts by veterans of that country to create their own local peace organizations and to collaborate with them. Seconded. Passed

McPhearson--Area Communications Facilitator position—Position Description distributed—discussion why is BoD looking at/approving position description? Shouldn't this be a responsibility of ED? We have a personnel committee. They have responsibility to confer with ED.

Action: refer back to Personnel Committee.

Ferner—ED to submit budget draft to BoD at August meeting. At November meeting, budget will be considered and voted on by BoD. Seconded by Collins. Passed

Collins—Personnel Committee

Appeals process for Employees—suggestion—if there is a dispute that can't be resolved that there is an appeal procedure to the Personnel Committee. If not resolved by the Personnel Committee, it goes to a committee of the BoD. Proposal to charge Personnel Committee to draft Appeals Process—moved and passed. Varone and Collins to draft language.

Collins—Personnel Committee

Liability Insurance for BoD—still investigating

Recessed for lunch

12:12 PM

Reconvened—President Adams

2:23 PM

Adams—Agenda Review

Which elements on the agenda do we need to address?

No Bases Initiative—discussion, range of options, relative value of proposal, absence of framework (VFP) for evaluating proposals

Brinson—establish a Strategy Formulation Track at National Convention

Foster—question is not only what do we support, it's what do we do? We always supporting others, who supports us? We lack a vision? Gets to the heart of our fuzzy identity. We should have another facilitated meeting like the one in the Ozarks to complete Ozarks initiatives.

Collins—we have been effective of selecting targets of opportunity, maybe we don't need to have a clear long term goal. We should continue to be a short-term responder organization with a clear mission.

Foster—we need a clear vision and long term plan. We can then evaluate proposals in context of this plan.

Ferner—doesn't want to continue to be reactive. We need to define goals and move toward those.

McCann—proposes 5 strategic objectives to organize our efforts

Foster—movement on specific strategies is contingent upon capacity building within the organization.

McPhearson—critical issues of developing a plan to move forward; follow through & creating a framework for determining future direction.

Foster—engage facilitator to complete and extend the work begun in the Ozarks—motion (Mayers proposes facilitator be referred to the National Advisory Guru—NAG) moved, Second Ken, Passed.

Adams—key workshops for National Convention  
Truth in Recruiting  
Diversity  
Activist Training  
Current Crises  
Gender Issues

Collins—motion move these five workshop topics to the committee as areas of very high priority by the BoD for inclusion in the workshop schedule. Second Ken. Passed.

National Board Track (Directed Workshops)  
Regional Coordinator Beta (from January BoD meeting)  
Toolkit (from January BoD meeting)  
Brinson—establish a Strategy Formulation Track at National Convention (tentative, based on input from facilitator)

Adams—training—working to make these available through the web  
History supports important need to train members to carry on mission and fully capitalize on special cachet that they have. VFP is in the unique position to lead the peace movement. Areas: basic non violent resistance, basic training, direct action, non violence, organizing, planning, third party non violent intervention, community, coalition building, leadership, diversity.

ED—we shouldn't limit what BoD wants in a workshop. If not submitted as a workshop proposal BoD responsible for ensuring that the content is included.

BoD committee meetings with local National Convention Planning Committee ideal.

Fall BoD meeting is in the city hosting the Convention 20 months hence. Passed.  
BoD committee should do a Convention host site visit prior to executing contract.  
Mayers, McCann. Passed. (Has already been done for College Park, MD site.) Passed.

Recess to reconvene at 8:00 AM in Arapaho Suite  
5:24 PM

Reconvene—President Adams  
April 20, 2008 8:30 AM

Present: Elliott Adams, Ellen Barfield, Anita Foster, John Varone, Ken Mayer, Thomas Brinson, Bill Collins, Mike Ferner, Patrick McCann, Michael McPhearson.  
Guests: Wayne Wittman, Steve McKeown, Bruce Berry, Barry Riesch, Jim Steinhagen.

Report from Minneapolis Convention Committee (Abbreviated version)

8/27—BoD Meeting All Day

8/28—BoD 8 – 10

Thursday Evening—Nicollet Island Inn—Downtown Minneapolis—transport via motor coach (5 – 10PM)

Friday—Workshops

Friday Evening Program 7:30

Saturday—Business Meeting; 11:45 Buffett Lunch (Continue Speakout through lunch)

Saturday Evening—Social Hour & Banquet

Sunday AM—Sacred Heart Catholic Church—24 Hour Fasting & Reflection—speakers from various religions and spiritual communities will speak on peace issues at the church

Monday—March

Tuesday—

Committee will provide housing for VFP attendees AFTER convention (Republican Convention). Must be registered for VFP Convention to request this accommodation.

Intermix poetry/entertainment during breaks

Late night movies

Adams & ED to work with committee on finalizing/plans

2009 Convention—McCann

College Park, MD (August 7 – 11)

Cost—meeting rooms & facilities excellent—9 breakout workshop rooms, plenary session rooms (combining of breakout rooms)—cost-meeting rooms, continental breakfast, \$57,000. Dorm room cost \$85,000 (based on 400 rooms x 4 nights--

\$50/night/person). Facility wants 10% of total by May 31. Motion commit to 2009 Convention in College Park, MD. Mayers, second Varone. Passed

Communications Position

Brinson—we've discussed and provided input, let's turn it over ED for his decision/action

ED—current pressing need is assessing office operations since recent reduction of staff

due. Money is an issue re: expanding staff

Adams—as we move toward policy board v. manager board, “How do we want to handle the possible new position?”

Collins—has reviewed position description.

Communications Committee will continue to work with ED on refining position description.

ED succession—Adams—sent out (via email) principles/practices in succession planning. Key elements summarized.

May—recommend have Personnel Committee—Varone volunteers to help Personnel Committee.

Mayers—recommend have Personnel Committee make recommendation to Executive Committee who can issue tentative decision

Adams—accountability

Collins—can have report in one month.

May—Motion: charge Personnel Committee with developing a succession plan to present to the Executive Committee within six weeks. Second Ellen. Passed

Marketing Committee

Adams—pull committee back since BoD moving toward Policy BoD. Marketing currently is essentially a merchandise management activity.

ED—let’s table discussion pending further work on refining strategy/message, etc. (per continuing work from Ozarks retreat)

Logo—Adams

We have an application to register logo as a trademark.

Possibility of registering VFP (initials) warrants further discussion.

Finance Committee

Adams—do we need one? Will discuss further.

Program Budgeting

ED—will submit in August 2008

Next meeting—August 27 – 31, 2008 National Convention Minneapolis

Next Quarterly meeting—October 25 & 26, 2008 University of MD

New Chapter Approval

ED—two new chapters; Chapter 155, Washington State & Chapter 154, Red River, ND.

Barfield—approve pending providing City of Record. Seconded. Approved

Tour of National Convention Host Hotel—Jim Steinhagen & Local Planning Committee members.

ILC-actions asked for in ILC report.

Refer to Executive Committee

Appointment of Delegates is President's responsibility.

The recommended endorsements are the Executive Committee's responsibility.

Collins—refer to Executive Committee. Passed.

Motion: Mayers—when a BoD appointed committee recommends expenditure of funds, it goes to BoD for comment for two weeks, if no BoD objection, the recommendation becomes a directive for the ED. If (s)he objects, (s)he will give feedback and solicit guidance from the group. Seconded Brinson. Passed.

International Peace Bureau & World Veterans Federation

Will be considered in context of motion passed above.

Voting on Yahoo Poll

Adams—we cannot have a voting process that excludes anyone. May to do another test of Yahoo Polling with confirmation of who votes. Will follow up with non voters. Policy issue—“Do we need to have votes between quarterly meetings?”—Adams.

Minutes & Policy Book Update

Minutes—Adams—continue to send out as an email attachment and simultaneously post on Yahoo groups under file. Approved by consent.

How do we support Projects

Mayers—policy manual currently addresses the issue of linkage to the BoD through the individual BoD project “sponsor”.

Requires additional thought.

Collins—Public Relations

Communications Facilitator Position

Outside media Consultant

Mayers—defer to process re: BoD Committee recommendations (see above). ED will discuss with Committee.

Toolkit—who's the chair? (Mayers says Woody Powell) Send toolkit material to ED.

Winter Soldier—A wonderful event that went unreported. Upcoming op-ed lamenting poor reporting. Orange Revolution a la Ukrainians—if we could collaborate with other peace groups with coordinated effort branded by same apparel.

Staff reports are not public information—moved and passed.

Adjourned

4/20/2008 1:49 PM

Compiled by

Gary E. May, Secretary

Submitted after Board Review & Corrections May 6, 2008