

**National Peace Corps Association
BOARD OF DIRECTORS MEETING
Videoconference via Zoom
December 10, 2018
Draft Meeting Minutes**

Directors Present: Nikole Allen, J. Henry (Hank) Ambrose, Elizabeth Barrett, Keith Beck, Glenn Blumhorst (*ex officio*), Bridget Davis, Patrick Fine, Corey Griffin, Chip Levensgood, Katie Long, Jed Meline, Robert Nolan, Mary Owen, Tom Potter, Rhett Power, Mariko Schmitz, Maricarmen Smith-Martinez, Edward van Luinen

Directors Absent with Apology: Dan Baker, Sandra Bunch

Staff Present: Anne Baker (Vice President), Kevin Blossfeld (Finance and Administration), Ella Dowell (Community Technology Systems), Jonathan Pearson (Advocacy)

Call to Order – *Maricarmen Smith-Martinez*

The Board Chair called the Meeting to order at 8:07 PM Eastern Time. A quorum was present.

Minutes Review – *The motion by Maricarmen Smith-Martinez to approve the August 26, 2018 minutes as published in the Board Book was seconded and carried unanimously.*

Interim Action by the Executive Committee – *Maricarmen Smith-Martinez*

The Executive Committee took the following action in the period since the last board meeting.

EXCOM ACTION 1 – September 28, 2018

Resolved: That the Executive Committee of the NPCA Board of Directors approves the application of **TCP Global** as an Affiliate Group of the National Peace Corps Association.
The motion by Smith-Martinez was seconded and carried.

EXCOM ACTION 2 – November 26, 2018

Resolved: That the Executive Committee of the NPCA Board of Directors approves the application of **RPCVs in Libraries, Museums and Archives** as an Affiliate Group of the National Peace Corps Association.
The motion by Smith-Martinez was seconded and carried.

President's Report – *Glenn Blumhorst*

NPCA's principal priorities during this last quarter included the following:

- Development of the 2019 Annual Operating Plan and Budget
- Membership and affiliate group outreach (reunions, webinars, events)
- Planning and implementation of *WorldView* transition and digital platform
- Assessment of relocation options and lease negotiation
- Fundraising, with emphasis on Shriver Circle and major gifts

Following Glenn's update and before proceeding to the proposed 2019 Operating Plan and Budget, the board reviewed the proposed updated Strategic Plan 2019-2021.

Strategic Plan Advisory Committee Report - *Maricarmen Smith-Martinez*

NPCA's last five-year strategic plan runs only through the end of 2018. Following a discussion on the process of updating the plan and engagement of all directors in that process, the draft 2019-2021 strategic plan came to a vote.

MOTION 1: Resolved that the NPCA Board of Directors approves the revised Strategic Plan (2019-2021) as presented in the December Board Book.

The motion by the Advisory Committee was approved with one vote in opposition.

President's Report (continued) – *Glenn Blumhorst*

2019 will be a major transitional year for NPCA, including office relocation, roll out of digital *WorldView*, redesign of print *WorldView*, and celebration of NPCA's 40th anniversary. During discussion, the Operating Plan as presented was modified to add an employee retention and recruitment strategy under section 4.5.

MOTION 2: The NPCA Board of Directors approves the 2019 Operating Plan as modified.

The motion by Glenn Blumhorst was seconded and approved with one vote in opposition.

Treasurer/Finance Committee Report – *Patrick Fine*

The financial position as of the end of October 2018 shows shortfalls in both revenues and expenses and a worsening in our financial position with just two months remaining in the fiscal year to make up lost ground. Patrick commended management for being prudent in not spending more than they should. The 2017 audit was clean. NPCA punches above its weight, with a hard-working, small staff that puts resources to good use.

The Finance Committee reviewed the draft budget with an eye towards realistic targets (both revenues and expenses lower), getting to net surplus position (and longer term financial sustainability), and the need to erase the erosion of the financial position. The Finance Committee recommends approval of the budget as presented.

MOTION 3: The NPCA Board of Directors approves the FY2019 budget as presented.

The motion by the Finance Committee was seconded and passed unanimously.

As the hour was getting late, directors were referred to written committee reports with only brief updates provided on the call.

Governance Committee Report - *Chip Levensgood*

Thank you to board directors for completing the annual skills survey. The results showed a need to recruit directors with fundraising and/or finance experience. The board self-assessment will be sent early in the new year.

Community Fund Steering Committee Report – *Bridget Davis*

The committee is working to finalize its updated charge, including review of grant requests over \$3,000. Teena Curry and Dan Baker are working on a tracking system that includes impact.

Fundraising Committee Report – *Edward van Luinen*

The Fundraising Committee is a good team in search of a leader (i.e., a new committee chair). In the meantime, Edward continues working with the committee, particularly around a corporate strategy pilot with Headspace.

Peace Corps Connect (PCC) and NPCA Events Task Force Report – *Katie Long*

NPCA signed an MOU with Heart of Texas Peace Corps Association for Peace Corps Connect 2019, to be held June 20-22 in Austin. The theme is *Innovation for Good*.

University of Texas at Austin has been booked, including dorms. The call for session proposals will be coming out in January. The RFP for hosting Peace Corps Connect 2020 will go out in early 2019 for the West division.

Human Resources Committee Report - *Maricarmen Smith-Martinez*

This new committee is currently working on developing its charge and workplan.

Infrastructure Working Group Report - *Jed Meline*

This working group is looking at the potential new office site. The committee (along with our lawyers and real estate broker) is also reviewing the draft of the lease. We are in final negotiation stages; there are still a few issues to resolve.

WorldView Working Group Report - *Robert Nolan*

As the main communication tool with members, *WorldView* is an underutilized resource. We are working to breathe new life into magazine - both print and digital. The Peace Corps agency itself (the largest subscriber to the magazine) asked for a digital version for PCVs.

Board Emeriti Liaison Report - *Hank Ambrose*

Hank referred to his written update provided to the board.

Affiliate Group Network Advisory Committee (AGNAC) Report – *Mariko Schmitz*

Our three virtual town halls held last week (one each for cause-related, geographic and country of service groups) were well-received and productive, especially in meeting our goals to leverage relationships between groups and build communities of practice. The Affiliate Group Network Advisory Committee meets this Wednesday.

Awards Advisory Committee Report – *Maricarmen Smith-Martinez*

Nominations for the 2019 Harris Wofford Global Citizen Award are due by December 21. Anyone interested in serving on a selection committee for any of the awards should please reach out.

Policy and Advocacy Advisory Committee Report – *Maricarmen Smith-Martinez*

This committee is currently on hold while we rework the committee plans and structure, including identification of a new chair. The committee will reconvene in March.

New Business - *Maricarmen Smith-Martinez***Executive Session** – *Maricarmen Smith-Martinez***Adjournment** – *Maricarmen Smith-Martinez*

It was moved, seconded and carried that the meeting be adjourned at 11:00 p.m. Eastern Time.

*Rhett Power, Secretary
NPCA Board of Directors*