

**National Peace Corps Association
BOARD OF DIRECTORS MEETING
1020 19th Street NW, Washington, DC
March 2, 2019
Meeting Minutes**

Directors Present: Nikole Allen, J. Henry (Hank) Ambrose, Dan Baker, Keith Beck, Glenn Blumhorst (*ex officio*), Sandra Bunch, Bridget Davis, Corey Griffin, Chip Levensgood, Robert Nolan, Rhett Power, Mariko Schmitz, Maricarmen Smith-Martinez

Directors Attending by Zoom: Katie Long, Mary Owen

Directors Absent with Apology: Elizabeth Barrett, Patrick Fine, Jed Meline, Tom Potter

Staff Present: Anne Baker (Vice President), Kevin Blossfeld (Finance and Administration), Jonathan Pearson (Advocacy)

Staff Attending by Zoom: Ella Dowell (Community Systems Technology)

Guests: Marv LeRoy, Pat Wand, Mal Warwick

Call to Order – Maricarmen Smith-Martinez

The Board Chair called the Meeting to order at 9:08 AM Eastern Time. A quorum was present.

Minutes Review – *The motion by Maricarmen Smith-Martinez to approve the December 10, 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 – February 25, 2019

Resolved: That the Executive Committee of the NPCA Board of Directors approves the application of **Coastal Carolina Returned Peace Corps Volunteers** as an Affiliate Group of the National Peace Corps Association.

The motion by Smith-Martinez was seconded and carried.

President's Report – Glenn Blumhorst

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

- Planning and preparation for National Day of Action
- Planning and preparation for Shriver Leadership Summit
- Planning and registration for Peace Corps Connect 2019
- Pursuit of suitable new office infrastructure for NPCA
- Planning and development of a new major gifts campaign
- Recruitment of prospective board directors; elections preparation

Our fundraising structured approach is a collaboration across and within the community for multiple campaigns to include our new office infrastructure, the commemorative, a Museum of the Peace Corps Experience and the documentary.

Treasurer/Finance Committee Report – Chip Levensgood

Chip gave the report in the absence of the treasurer, Patrick Fine. The bad news is that in 2018, NPCA did not achieve our financial goals, but the good news is that we increased unrestricted net assets. We had a clean audit. The stock market adversely affected the Global Leaders Fund endowment in the final quarter of 2018; it is starting to recover in the first quarter of 2019. Finance Committee member Gretchen Upholt prepared a draft dashboard to show trends over time, which will help the board be more strategic in their work.

Fundraising Committee Report – Rhett Power

The committee report stands as presented in the board book. Robert Nolan will do a webinar to help board members understand their role in fundraising.

Governance Committee Report - Chip Levensgood

The committee report stands as presented in the board book. The committee is reviewing the 13 responses to the board survey. Board members interested in finding a course to help them understand financials should ask Glenn or Anne for options available through NPCA's membership in the Center for Non-Profit Advancement or BoardSource.

The committee proposed that the board adopt the consent agenda concept, which takes housekeeping items and approves them all at once, including affirming committee reports and interim actions. The board will adopt that approach going forward.

Human Resources Committee Report - Sandra Bunch

Sandra reported that the committee is working to set up structures and processes. They have adopted a charge to review policies and systems in place to assure no risks and fill any gaps. Urgent needs for HR policies were addressed with the following motion.

- **Motion: Resolved that the NPCA Board of Directors provisionally approves, contingent upon legal counsel review, proposed management recommendations for policy adjustments to life insurance, health insurance, and volunteers as presented:**
 - *NPCA will provide each full-time employee with life insurance equivalent of one year's salary, rounded to the nearest \$10,000, up to a ceiling of \$100,000.*
 - *NPCA will provide each full-time employee with a variety of health insurance options, brokered through the Center for Nonprofit Advancement. NPCA will pay up to 90 percent of the premium for the plan selected by each employee in 2019.*
 - *Individuals who wish to provide assistance to NPCA programs on a volunteer basis may do so for a period of up to three months with a clearly defined assignment that would not normally be assumed by staff. The volunteer will be advised of the unpaid nature of the assignment, the assignment's start and end dates, and that the placement will not lead to employment.*

The motion passed with one abstention and one present.

Strategic Plan Advisory Committee Report – Maricarmen Smith-Martinez

Maricarmen reported that committee charge will come to board members by email in the next couple of weeks.

Policy and Advocacy Advisory Committee Report – Maricarmen Smith-Martinez

Maricarmen reported that committee work had been deferred until after National Day of Action this week.

Peace Corps Connect (PCC) and NPCA Events Committee Report – Katie Long

The committee report stands as presented in the board book. Katie asked board members to share conference information widely with their networks, particularly the early bird registration and the call for proposals for community content.

Community Fund Steering Committee Report – Bridget Davis

The committee report stands as presented in the board book. American University graduate students will help us develop a database and produce visuals around the Community Fund.

Awards Advisory Committee Report – Mary Owen

The Wofford Award winner has been selected. The Shriver Award nomination deadline just passed. Mary asked for nominations for the Ruppe Award, due at the end of this month.

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

The committee report stands as presented in the board book.

Infrastructure Working Group Report - Maricarmen Smith-Martinez

Maricarmen stated that we are close to signing a lease. We are focused on aligning the lease with the letter of intent. Construction costs include making sure the space will be ADA compliant. We have looked at other spaces/options in our due diligence.

WorldView Redesign Working Group Report - Robert Nolan

Robert praised the team effort – particularly Ana Cruz, David Fields, and David Arnold – in producing the first issue in the new design, just out yesterday. We are working to design a digital platform that is a simple and elegant solution to meet Peace Corps's need. The working group is dissolved, having accomplished its purpose.

New Business - Maricarmen Smith-Martinez

Maricarmen acknowledged Edward van Luinen's service on the board and announced his resignation.

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

It was moved, seconded and carried that the meeting be adjourned at 11:55 AM Eastern Time.

*Rhett Power, Secretary
NPCA Board of Directors*