

**National Peace Corps Association
BOARD OF DIRECTORS MEETING
Fhi360 Conference Center
1825 Connecticut Avenue NW
Washington, DC
March 3, 2018
Meeting Minutes**

Directors Present: Randolph Adams, J. Henry (Hank) Ambrose, Keith Beck, Glenn Blumhorst (*ex officio*), Jayne Booker, Bridget Davis, Katie Long, Jed Meline, Tom Potter, Rhett Power, Maricarmen Smith-Martinez

Directors Participating by Zoom: Maddie Kadas, Chip Levengood, Mary Owen, Susan Senecah, Linda Stingl

Directors Absent with Apology: Sandra Bunch, Patrick Fine, Corey Griffin, Tai Sunnanon

Staff and Fellows Present: J.M. Ascienzo (Government Relations), Anne Baker (Vice President), Kevin Blossfeld (Finance and Administration), Ella Dowell (Community Technology Systems), Jonathan Pearson (Advocacy), Cooper Roberts (International Programs), Meisha Robinson (Communications)

Guests: Rulester Davis, Marjorie Harrison, Gloria Levin, Beverly Rouse, Averill Strasser

Call to Order – *Hank Ambrose, Board Chair*

The Board Chair called the Meeting to order at 1:05 PM Eastern Time. A quorum was present.

Minutes Review – *The motion by Keith Beck to approve the December 11, 2017 minutes as published in the Board Book was seconded and carried.*

Interim Action by the Executive Committee – *Hank Ambrose, Board Chair*

As provided in NPCA Policy 2015014M, the Executive Committee approved one application for group affiliation.

EXCOM ACTION 1 – December 14, 2017

Resolved: That the Executive Committee of the NPCA Board of Directors approve the application of **RPCV Oral History Project** as an affiliate group of National Peace Corps Association.

The motion by Ambrose was seconded and carried.

Before continuing with the agenda, the following was introduced:

MOTION 1: The NPCA Board of Directors resolves that we acknowledge and extend appreciation to Glenn Blumhorst on his fifth anniversary as President & CEO of National Peace Corps Association.

The motion by Ambrose was seconded and carried.

President's Report – Glenn Blumhorst, NPCA President and CEO

NPCA's principal priorities during the reporting period included the following:

- Aggressive Shriver Circle outreach to wrap up the 2017 year-end campaign
- Broad-based advocacy for both FY 2018 and 2019 Peace Corps appropriations
- Hill-based bicameral advocacy to advance safety/health care legislation
- Planning and development of the March National Days of Advocacy
- Planning and development of the Shriver Leadership Summit
- Creation and/or updating of key organizational policies and procedures
- Formalization of Community Fund grantmaking criteria, structure and procedure
- Onboarding of new Communications Director

A focus in recent weeks has been to work with legal counsel to review our Employee Manual, personnel policies and procedures to bring them into legal compliance.

MOTION 2: The NPCA Board of Directors approves the updated Code of Ethics and Conduct as presented.

The motion by Rhett Power was seconded and carried.

MOTION 3: The NPCA Board of Directors approves the updated Conflict of Interest Policy as presented.

The motion by Randy Adams was seconded and carried.

MOTION 4: The NPCA Board of Directors approves the updated Gifts Acceptance Policies as presented.

The motion by Bridget Davis was seconded and carried.

MOTION 5: The NPCA Board of Directors approves the updated Employee Manual as presented.

The motion by Keith Beck was seconded and carried.

MOTION 6: The NPCA Board of Directors approves the new California Appendix to the Employee Manual as presented.

The motion by Keith Beck was seconded and carried.

MOTION 7: The NPCA Board of Directors approves the Arbitration Agreement as presented.

The motion by Tom Potter was seconded and carried.

Treasurer/Finance Committee Report – Chip Levengood

This report presented the financial picture of NPCA on December 31, 2017, the end of NPCA's fiscal year, as well as a report on the first period of fiscal year 2018 which ended on January 31st.

NPCA's financial position improved in fiscal year 2017 continuing steady progress at reducing a long-standing operating deficit and strengthening the organization's overall financial health. At

the start of the year the Board set a target of increasing net assets by 7-10%. This target was achieved with NPCA recording total net assets of \$1,009,224 at the end of the fiscal year compared to \$737,224 at the end of FY16. The organization's growing fiscal strength was recognized by NPCA's auditors who removed a previous qualification about the viability of the organization as a "going concern" in the unqualified audit for FY 2016, that was received in June 2017. Overall, FY 2017 provides a picture of a well-run non-profit association that continues to make financial progress allowing it to extend services to its members and the broader international development community.

As of the end of the first period of the fiscal year, January 31, 2018, actual operating revenues were \$88,594 producing a negative variance of -\$24,454. The primary cause of the shortfall against budget targets resulted from shortfalls against targets for grants and corporate funds. However, since these revenue sources are not realized on a straight-line (monthly) basis, the shortfall in period one is not particularly worrisome. Overall, revenue performance for period one looks reasonably strong. Total expenses as of January 31, 2018 were \$103,307 against the provisional budgeted amount of \$129,833. Most line items were underspent, including salary savings from an open position. Despite this underspending, NPCA still spent \$14,713 more than the revenue it took in, adding to the organization's deficit in net operating assets.

The Finance Committee reviewed the Fiscal Year 2018 budget that had been revised since the December 11 Board Meeting to include actual revenue and expenditure through December 31, 2017. Following discussion and a recommendation concerning the handling of in-kind contributions, and noting that it is possible there may be some minor adjustments once the results of the audit are available this summer, the Committee accepted the budget and voted unanimously to recommend that the full board adopt the 2018 budget.

MOTION 8: The NPCA Board of Directors approves the 2018 Operating Budget as presented.

The motion by the Finance Committee carried.

Community Fund Steering Committee Report – Randy Adams, Chair

With the assistance of NPCA Fellow Teena Curry, we've put processes and forms in place to guide us going forward. We will draw down funds as we have them and will let the Fundraising Committee know where we need support. Year to date, one grant was approved for construction of two school rooms for girls' education in Benin.

Fundraising Committee Report – Bridget Davis, Chair

The committee has focused on finalizing committee roles and developing a 2018 fundraising strategy and plan. Gift acceptance policies were also updated.

Governance Committee Report – Tai Sunnanon, Chair

The committee is preparing for this spring's 2018 Board elections, including three member-elected seats (Northeast; Mid-Atlantic and Nationwide; and Europe, North and East Africa), three board-elected seats and the Affiliate Group Network Coordinator. A board assessment survey will be going out next week.

Policy and Advocacy Committee Report – Sue Senecah, Chair

We are just coming off another successful National Day of Action, including 105 House meetings and 65 Senate meetings. We continue to work on PCV/RPCV Healthcare Bill and the Respect for Peace Corps Volunteers Act. We are pivoting now to implementing the grant from Open Society Policy Center for work with three affiliate groups: Kentucky Peace Corps Association, Peace Corps Iran Association and Peace Corps Community for Refugees.

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

After several calls with committee members, NPCA staff, and former PCC hosts, the task force recommends that:

1. PCC continued to be held as an annual event put on by NPCA, with every five years occurring in Washington, DC.
2. NPCA staff needs support with planning the conference, perhaps in the form of a contracted event/conference planner in the future.
3. NPCA will continue to work with affiliate groups so that they may host conferences and help support NPCA staff with conference planning logistics (especially when conferences are held at large venues outside of DC).
4. The committee will work on creating an evergreen conference planning document, which can be used by affiliate groups and NPCA staff to assist with conference planning logistics and timeline tasks.

The task force is particularly interested in attracting newly-returned PCVs; making the conference sustainable; and reducing the heavy lift on staff. We should use the event as an opportunity to empower and support affiliate groups in planning and implementation.

The RFA to host Peace Corps Connect in 2019 has been sent to affiliate groups in the Southern Tier.

Awards Advisory Committee Report – Jayne Booker, Chair

The Sam Farr Peace Corps Leadership Award will be presented to Senators Lindsey Graham (R-SC) and Patrick Leahy (D-VT), and to Congressmen Ted Poe (R-TX) and Joseph Kennedy III (D-MA). Wofford award nominations are being reviewed. The deadlines for nominations for the Shriver and Ruppe awards are April 30 and May 31, 2018, respectively.

Affiliate Group Network Advisory Committee (AGNAC) Report – Maricarmen Smith-Martinez, Coordinator

On a trial basis, the composition of the current AGNAC consists of the nine Member-elected Board Directors and the AGN Coordinator (AGNC). The restructure provides an outlet for Member-Elected Directors to share best practices and exchange ideas and allows the AGNC and NPCA Staff to more effectively communicate strategic efforts for group outreach and communications, lending a more cohesive effort to our approach to and support of Affiliate Groups. The committee has discussed divisional communications, annual affiliate group reaffiliation and affiliate group support/NPCA resources. Pending items include how to best support annual reaffiliation and the Affiliate Group Network Annual Meeting (AGNAM) agenda.

SilkStart Task Force Report – *Maricarmen Smith-Martinez*

The Task Force discussion of the SilkStart platform included a recap of the selection history, implementation, post-launch adjustments, and continuing iterative enhancements.

The Task Force also considered the overall viability of SilkStart, weighing several factors to determine overall benefit to NPCA and to the Affiliate Group Network.

- Database consolidation. SilkStart allowed NPCA to merge multiple platforms and consolidate data into a comprehensive database, reducing overall costs.
- Integrated database management. Following years of affiliate group requests, SilkStart allows for real-time data synchronization with affiliate groups integrated on the platform.
- Affiliate group/stakeholder input. Like any technology implementation, SilkStart is not without issue. Affiliate group leaders are constantly recommending improvements or making requests for changes. While there are a number of specific bugs to address, group leaders are satisfied overall with their ability to launch and maintain a digital platform with comprehensive website services, including integrated database management, email, calendar and events, fundraising, and payments, all with the support of the NPCA Community Technology Systems Coordinator.

Action Items Pending:

- Review SilkStart costs to NPCA, factoring resources and monthly costs for platform maintenance, for cost-benefit assessment (In progress)
- Research SilkStart platform security, with the aim of addressing any concerns (actual or potential) raised within the affiliate group community (In progress)
- Consider a Board-wide webinar or discussion to provide further detail on Task Force findings and address any remaining concerns
- Consider developing a procedure to review community issues raised about the SilkStart platform and assess appropriate actions

Board of Directors Emeriti (BE) Liaison Report - *Hank Ambrose*

The BE Advisory committee this quarter focused on formalizing its charge and updating its strategic priorities to complement broader Board efforts on fundraising and member cultivation. Activities this quarter included completing a history of NPCA and its predecessor organizations and creating survey toward establishing a database of BE skills and contacts to use to contact individual BE when opportunities for service arise.

New Business

Going forward, staff will wait until the end of each quarter to update and distribute status reports on the operating plan, rather than with board meeting materials mid-quarter.

Executive Session – *Hank Ambrose, Board Chair***Adjournment** – *Hank Ambrose, Board Chair*

It was moved, seconded and carried that the meeting be adjourned at 5:00 PM Eastern Time.

Jayne Booker, Secretary
NPCA Board of Directors