

## SEAPAX Board Meeting - 09/08/19

### Agenda and Minutes

**Date:** September 8th, 2019

**Time:** 2:00 - 4:30 P.M.

**Location:** Antioch University, 202 A & B, 2400 3rd Ave, Seattle, WA 98121

#### Board Meeting Agenda

1. Committee/board member updates (Review before Meeting)
2. Introductions (15 min)
  - i. Board members & roles, committees
3. Approve Minutes from last Board Meeting
  - i. Brendan motion, Carolee 2<sup>nd</sup>, approved
4. Calendar sales updates (10 mins - Carolee)
5. Mentorship Program update (10 mins - Brad)
6. NPCA sign-on letters (5 mins - Brad)
7. PCC2020 Conference update (5 mins - Brad)
8. 501(c)(3) transition? (15 mins - Josh)
9. Open board positions (5 mins - Brad)
10. Summary of Board check-ins (10 mins - Brad)
11. Annual retreat (15 mins - Brad)
12. [Annual membership survey](#) (5 mins - Brad)
13. Advocacy updates (5 mins - Beth & Jenn)
14. Financial update (10 mins - Brendan)
15. Holiday Party

#### NOTES

Attendees: Ilene Jaffe, Carolee Walters, Brad Cleveland, Beth Ahlstrom, Josh Fliegel, Brendan Chiesa, Kim Arent, Katy Kaltenbrun

Absentees: Jenn Ritchey, Diane Strand, Kira Cha, Trisha Patek, Steve Gapinski

Guests: Paquita Esterly, Becky Qureshi, Josh Jackson

1. **Committee/board member updates (Review before Meeting)**
  - a. **Community Service Chair** - Josh Fliegel, Andrea Shelton
    - i. 501(c)(3) transition  
Currently, SEAPAX is not designated as a 501(c)(3) organization. Such an organization requires a higher level of fiscal reporting and other mandates that

we may not currently have in place. Josh's recommendation is to keep conversation going but get more information, especially regarding fees and additional requirements. Considerations in proceeding would be SEAPAX's ability to keep the momentum going, present skill sets within the organization, and sustainability into the future – not because of lack of interest or motivation, but recognizing the complex nature of this designation.

While the process may be complex, our revenue is such that the 100-page form may have significant parts that don't apply, thereby easing the application and filing process. Additionally, 501 status would allow us to qualify for a variety of additional funds – Amazon Smile, grants, etc. as well as increasing the legitimacy of the org. Kim recommended that we research other volunteer-run non-profits. Brendan will take the lead and get a group together in October to discuss and present at the November meeting.

- b. **Book Club Chair** - Trisha Patek
  - i. No updates
- c. **Communications Chair** – Kira Cha
  - i. No updates
- d. **Grants Committee Chairs** – Ilene Jaffe
  - i. No updates
- e. **Speakers Bureau Chair** – Katy Kaltenbrun
  - i. No updates
- f. **Calendar sales** – Carolee Walters(10 min)
  - i. There are note card sets still available. 1 perpetual calendar left.
  - ii. The budget for calendars this year was \$1200, and \$1100 was spent to-date. The decision was made to not purchase more perpetual calendars because:
    - 1. Shipping costs are a hindrance (150 calendars shipped for \$60).
    - 2. Only 20 perpetual calendars were sold over the last year.
  - iii. WI-Madison RPCV group is looking to host an e-commerce site, but SEAPAX will receive the proceeds from SEAPAX affiliated sales. This allows people to conveniently purchase online while still supporting the SEAPAX group.
  - iv. Calendar prices have remained the same for past several years, so we will reevaluate and explore an adjusted pricing model to ensure costs are covered and value remains high.
  - v. A motion was made to adjust the pricing model as such:
    - 1. \$15 for 1-4 calendars purchased at a time

2. Reduced price of \$13 for purchasing 5+ at a time
3. Motion passed.
- g. **Events Chair** – (vacant)
  - i. No updates
2. **Membership Chair** – Kim Arent
  - i. No updates
3. **Webmaster** – Steve Gapinski
  - i. No updates
4. **Newsletter Editor** – Kira Cha
  - i. No updates
5. **NPCA Advocacy Chairs** – Jenn Ritchey, Beth Ahlstrom
  - i. The Advocacy chairs manage these three tasks:
    1. Engaging with legislators
    2. Bi-weekly meetings with NPCA (to find out what’s going on in DC)
    3. March “Days on the Hill” – organized by NPCA, visit with legislators
  - ii. Possible lobby issues anyone can engage with:
    1. Walker amendment
    2. Put PC under State Dept
    3. Protect NCE during Fed hiring freeze
    4. Increase pay for RPCVS on disability
    5. Put PC logo on gravesites of people who have served
    6. PNW/SEAPAX-specific issues or ideas
  - iii. They are looking to find a way to solicit issues from our members efficiently and meaningfully.
  - iv. The group will publish dates for advocacy and outreach.
6. **President** – Brad Cleveland
  - vi. Mentorship Program
    1. Jenn is planning on stepping down from the board, so there is discussion about how best to move forward with this program. It is a very well designed program so we want to make sure it’s done and done right. At this time, it is recommended that the committee maintains involvement, but ultimately it is on hold for now.
  - vii. NPCA Sign-On Letters
    1. Trump Peace Corps Budget [Here is a link](#)
    2. 2020 Presidential Candidates [Here is a link](#)
    3. No objections – Brad will sign and submit by the end of this week.
  - viii. PCC 2020 CONference update

1. Planning committee met – Oct 1<sup>st</sup> is next meeting from 6-8 pm.
  2. They have developed a list of keynote speakers with NPCA leaders, so they will begin sourcing those and other possibilities.
  3. Registration for PCC2020 opens by end of January, so the need for sponsors is coming up fast. Last year they brought in about \$40,000 in sponsor funds. This still resulted in a base ticket price of \$300 (not including room, board, or transportation). The goal of SEAPAX is to lower that price as much as possible. Sponsorship package is on our radar, but nothing has been developed yet.
- ix. Open Board Positions
1. Elections ongoing now thru end of Sept.
  2. Events Chair
  3. Speaker's Bureau Co-Chair
  4. Webmaster
  5. Book Club Chair
    - a. Next one is in October – no one to lead after that
  6. Newsletter Editor (1 person interested)
  7. Happy Hour Coordinator
- x. Summary of Board check-ins
1. Brad – please link your Power Point here :)
- xi. Annual retreat
1. Sunday November 3<sup>rd</sup>
  2. 9:00 am to 3:00 pm (tentative)
  3. Looking to enhance efficiency – 10-15 minute committee presentations
    - a. Program overview/background
    - b. Challenges, opportunities, issues, and/or 2019 accomplishments
    - c. Proposals, ideas, plan, and recommendations for 2020
    - d. Proposed 2020 budget
  4. Ask committees to submit budget proposals by October 8-ish
  5. Annual retreat committee: Cara, Brendan
- xii. [Annual membership survey](#)
1. Live thru end of September
  2. 43 thru newsletter, 8 thru Facebook, 0 thru website
  3. Kim has it scheduled on Facebook at least 6 more times
- xiii. Holiday Party
1. Venue – Brad will reach out to former host to see if they're available.

2. In general, we will need room for 50+.
7. **Vice President** – (Position Vacant)
  - i. No updates
8. **Treasurer** – Brendan Chiesa
  - i. Teespring profits came in and have been credited to the SEAPAX account.
  - ii. Brad will write a Letter from the President for a November fundraising campaign outlining what donations can do for the SEAPAX community.
9. Introductions
10. Board members & roles, committees

Minutes unanimously approved

Notes taken by **Cara Sandquist**