

SEAPAX Board Meeting - 01/10/21
Agenda and Minutes

Date: January 10th, 2020

Time: 10:00a-12:30p

Location: Zoom

Pre-Meeting Assignment: Review Committee/Board Member Updates (see below)

Board Meeting Agenda

1. Introductions (10:05a/20 min)
 - Board members & roles, committees
2. Approve Minutes from last Board Meeting (Brad - 10:25a/2 min)
3. Board Nominations (Brad - 10:27a/3 min)
 - Briana Celaya, Grants Chair
 - Erin Collins, Secretary
4. Special Guest: Kim Herman, [NPCA West Region Representative](#) (10:30a/15 min)
5. Communication Updates
 - Communication Platform Posting Checklists (Kathleen - 10:45a/5 min)
 - Newsletter Submission Reminders (Sally -10:50a/2 min)
6. Finances (Brendan/Josh - 10:52a/30 min)
 - End of year, 2020
 - Proposed 2021 budget
7. Peace Corps Week Activities (Sally -11:22a/5 min)
8. Exploratory Board "Restructure" (Brad - 11:27a/30 min)
9. Mentorship Program Update (Jenn/Lillian - 11:57a/10 min)
10. [Mission Statement Update](#) (Brad - 12:07p/10 min)
11. Annual Report (Brad - 12:17p/3 min)
12. [G-Drive](#) and Board Contact List 2021 (Brad -12:20p/5 min)
13. Board Meeting Agenda Format (Brad - 12:25p/2 min)
14. NPCA Emergency Response Network (John - 12:27p/5 min)

Next Board Meeting: 3/7/2021

15.

NOTES

Attendees:

Brad Cleveland, Brendan Chiesa, Erin Collins, Joshua Jackson, Erin Branigan, Aaron De Sal, Sally Holmes, Britany Ferrell, Lillian Baer, Kathleen Sebastian, Beth Ahlstrom, Carolee Walters, Megyn Rodriguez, Evangelina Sundgrenz, Andrea Shelton, Kenney Tran, Jerome Siangco, John Berry, Garrett Morkill, Hillary Abrams, Briana Celaya

Guests: Kim Herman (NPCA West Region Representative)

1. **Committee/Board Member Updates (Review before Meeting)**

k. **Service Chairs** - Britany Ferrell and Andrea Shelton

i.

l. **Book Club Coordinator** - Darien Luce

i.

m. **Communications Chair** – Kathleen Sebastian (5 min)

i. Social media checklists

[Board Member Checklist for Posting to SEAPAX Newsletter and Social Media Platforms](#)

[Checklist for Posting to SEAPAX Newsletter and Social Media Platforms](#)
(for use by non-Board members)

n. **Membership Chair** – Kathleen Sebastian

i. Current membership is 1326

ii. End of year giving campaign - \$871 donated in the month of December

o. **Newsletter Editor** – Sally Holmes

i. Newsletter submission reminders (2 minutes)

ii. Peace Corps Week activities (5 minutes)

p. **Grants Committee Chairs** – VACANT

i.

q. **Calendar Chair** – Carolee Walters

i.

r. **Events Chair** – Hillary Abrams, Megyn Rodriguez, and Aaron De Sal

i.

s. **Happy Hour Coordinator** - Garrett Morkill

i.

t. **Webmaster Update**– Eva Sundgrenz

- If you are a new board member (Welcome) or have moved into a new position, or have added a position (thank you), office- specific board emails are being forwarded to you in addition to all-board emails/reminders/notices.
- All new board members (with images and bios if they were sent to me) have been added to the website board page.
- The Grants board email is currently being forwarded to info@seapac.org.
- All board members who have resigned or completed their terms have been removed from the webpage, email list served, and all email forwarding has been deleted.
- Updates have been made to the blog as needed.
- Future promotion: I would like to consistently include future social events (online) and book club meetings on the website blog with advance. I would like to work with the chairs of these groups in the near future to discuss planning and logistics.

SEAPAX Email storage and options update:

2. I am in communication with NPCA staff regarding options for SEAPAX.
We were not able to continue with the meeting and will reschedule for sometime in February.
 - k. **NPCA Advocacy Chairs** – Beth Ahlstrom, Erin Branigan, Kenney Tran, and Jerome Siangco
 - i. Successful legislative actions in December
 - l. **Diversity & Inclusion Chair** - Megyn Rodriguez
 - i.
 - m. **Mentorship Chairs** - Jenn Ritchey and Lillian Baer
 - i. Restarting Program in February-
 1. Updates to the system
 2. Need to recruit mentors to be ready
 - a. Mentor program commitment and request for volunteers
 - n. **Directors At Large** - John Berry, Brittany Ferrell, and Carolee Walters
 - i.
 - o. **Secretary** - Vacant
 - p. **Treasurer** - Joshua Jackson
 - i.
 - q. **Vice President** - Brendan Chiesa
 - i.
 - r. **President** - Brad Cleveland

- i.
- 3. Introductions
 - k. Board members & roles, committees
- 4. Minutes unanimously approved (NAME motioned, NAME seconded, none opposed)

Seapax Board Meeting Minutes 1/10/2020

1. Introductions

- a. Introduction to board members, roles and committees

2. Vote on new board members

- a. Briana Celaya (Grants Committee Chair) Brad nominated Briana Celaya for Grants Committee Chair, all in favor, none opposed
- b. Erin Collins (Secretary) Brad nominated Erin Collins for Secretary, all in favor, none opposed

3. Special Guest: Kim Herman, NPCA West Region Representative

- a. See attached notes at bottom

4. Communications Update (Kathleen)

- a. Updates on checklists for content sharing on newsletter and social media platforms. There are two checklists, one for board members and non-board members. The checklist for non-board members is ok to send to friends and family but will have more restrictions than those for board members. Links to the checklists are in the notes above.

5. Newsletter Update (Sally)

- a. A reminder on the newsletter timeline/deadline. The newsletter goes out the first Monday of the month and the deadline is the Wednesday before.
- b. Content editing: when writing blurbs for the newsletter keep them as short as possible when submitting them.

6. Finances (Brenden/Josh)

- a. Shout out and thanks to Kathleen for sending out the email that got us 50% of our donations for the year.
- b. There was a discussion on who is a member of Seapax. Currently if an RPCV is on the email list for the monthly newsletter is considered a member. It was recommended the board send something to those who are members what it means to be a member and what we expect.
- c. A suggestion for fundraising money was given to work with non-profits who match dollar to dollar. Globalgiving.org was suggested.
- d. Vote to move \$100 from Travel to calendars
 - i. All approve, none oppose

- e. Vote to approve \$500 to run the website
 - i. All approve, none oppose
- f. Regional Campout 2021 reservation, Motion to approve \$500 deposit
 - i. All approve, none opposed

9. Mentorship Program Update (Jenn/Lillian)

a. Advertising for the mentorship program should begin again in February. Requirements for a mentors' time will be at least 2 hours minimum per month with a 4-6month commitment. The program should be what it needs to be for mentors and mentees. Erin Branigan suggested evaluating the mentorship program using Survey Monkey or a similar platform to get feedback.

10. Mission Statement Update (Brad)

a. The board agreed to revise and update the mission statement.

b. Brad brought up a restructuring of the board. Consistent challenges the board faces are frequent board member turnover, not well-defined positions and general recruitment is difficult. One recommendation was to formalize committees as the primary working unit of the board.

11. Annual Report (Brad)

a. Annual report will be completed by previous secretary by Wednesday.

12. G-Drive and Board Contact List 2021 (Brad)

a. For the new board members Brad suggested looking through the folder that says "start here" to help understand how the board operates.

13. Board meeting agenda Format (Brad)

a. Some board members find the current agenda and notes format confusing.

14. NPCA Emergency Response Network (John)

a. The Emergency Response Network has been incredibly successful. Currently there is a contract with Washington state is being pursued for a new team. There are also discussions to begin a team in Colorado and eventually become a National Network.

Notes on Kim Herman are here and Brittany also sent the Zoom chat notes.

Kim Herman's Notes

Introduction:

- Kim Herman served in the Dominican Republic from 1967- to 1969 doing Rural Community Development
- A member of both SeaPax and President of Friends of the Dominican Republic
- Elected in September to the National Peace Corps Association (NPCA) as the West Region representative on the Board
- I appreciate the support I received from SeaPax members both for helping get me nominated and elected to the NPCA Board.
- The West Region covers Alaska, Montana, Idaho, Washington, California, Oregon, and Hawaii.
- There are 18 Affiliate Groups in the West Region.
- Kim' Contact Information:
 - o Email: Hermanmk@comcast.net
 - o Cell: 425-985-7195

NPCA 2020 Review:

- NPCA transitioned from the office to working from home in March
- Quickly pivoted to provide programs and support for the 7,300 Volunteers evacuated from all over the world. With two dedicated staff members
- Set a record in 2020 for the number of RPCV Membership, Advocacy, Outreach and Fund Raising.
- Increased NPCA's visibility and sustainability
- Held 8 "Virtual Summits" on different subject to gather information from hundreds of participating RPCVs and several speakers from countries served by Peace Corps to gather information and ideas for PC's future, which resulted in the report: "Peace Corps Connect to the Future". This report is available on the NPCA website at:
<https://www.peacecorpsconnect.org/cpages/peace-corps-connect-to-the-future>

NPCA Goals for 2021:

- Will occupy their new "Peace Corps Place" office, near the relocated Peace Corps Headquarters in May or June of 2021
- Has submitted a bid with a contractor for the acquisition and redevelopment of the Historical Slater and Langston school buildings next to Peace Corps Place. If their bid is accepted by the City of Washington, DC, from the several bids submitted, NPCA will open the Peace Corps Museum and community space on the first floor of the redeveloped schools and have office space on the second floor. The contractor/NPCA bid has strong support from the surrounding community and announcement of the winning bid is expected sometime this Spring.
- In March, hold the National Advocacy Days in a virtual format to lobby for Peace Corps with members of Congress.

- Continue to support evacuated RPCVs with job information, webinars and other necessary activities as needed
- Hold a virtual “Peace Corps Connect” conference in October for all NPCA members, RPCVs and interested parties in September
- Work with Peace Corps and Congress to Implement the recommendations for Peace Corps’ future as outlined in the “Peace Corps Connect to the Future” report.
- Help Affiliate Groups to Thrive and Succeed.
- Amplify PC’s Global Impact by funding projects and providing other international support.
- Increase NPCA’s capacity and sustainability.

I would be happy to answer any questions...

10:15:58 From Kenney Tran to Everyone : @Brad, I think you skipped Jerome as well!

10:16:16 From Erin Branigan to Everyone : Jerome spoke!

10:19:30 From Sally Holmes to Everyone : Welcome Briana and Erin!!!

10:19:43 From Britany Ferrell to Everyone : Welcome Ladies!

10:20:46 From Garrett Morkill to Everyone : Welcome to the team!

10:25:14 From Erin Branigan to Everyone :

10:28:55 From Lillian Baer to Everyone : excellent presentation, thanks Kim

10:35:25 From Carolee to Everyone : There has been a very active group in Bellingham for years; as far as I know it is an 'informal' group. Otherwise, there are people in Tacoma/Olympia who met informally in the past.

10:36:49 From Lillian Baer to Everyone : great idea to invite Western region affiliates to meet

10:47:01 From Sally Holmes to Everyone : Any questions on newsletter stuff:

sally.alison.holmes@gmail.com

10:47:11 From Lillian Baer to Everyone : newsletters looking very good. thanks Sally for doing a nice job

10:47:42 From Sally Holmes to Everyone : Thanks, Lillian! We might be sprucing it up template-wise in the next couple months, but we’re in the early stages so no promises just yet :)

10:48:47 From Garrett Morkill to Everyone : That's awesome!

10:49:53 From Sally Holmes to Everyone : I took a look at it, looked good!

10:57:22 From Carolee to Everyone : So it sounds like membership is technically being on our newsletter list.

10:57:56 From John Berry to Everyone : Goal for the year - 100% of board members make a contribu

10:58:15 From Aaron De Sal to Everyone : that's good

10:59:28 From Lillian Baer to Everyone : globalgiving.org

10:59:44 From Lillian Baer to Everyone : check out FaceBook platforms

11:00:04 From Lillian Baer to Everyone : good, yes, Benevity too

11:01:32 From Aaron De Sal to Everyone : How many people don't even remember the money in their Venmo - easy to get donations from venmo its like fantom cash

11:13:28 From Aaron De Sal to Everyone : we can move to square space

11:19:00 From Sally Holmes to Everyone : We do send the newsletter through the website

11:19:15 From Sally Holmes to Everyone : So mailchimp or other email campaign management softwares usually have some cost

11:21:00 From Kathleen Sebastian to Everyone : It's the database function that would be hard to replicate

11:21:02 From Aaron De Sal to Everyone : thanks!

11:23:15 From Lillian Baer to Everyone : Someone mentioned, and I would like to emphasize, that given turnover in membership and board membership, even if we have a great website creator and manager at one time, we may not continue to have that expertise. It is good to be part of a larger system that handles all the website functions for us.

11:50:48 From Sally Holmes to Everyone : I'm in support of these ideas so far

11:51:11 From Aaron De Sal to Everyone : I support

11:51:17 From Kenney Tran to Everyone : I support this idea!

11:52:55 From Aaron De Sal to Everyone : same?

11:57:44 From Garrett Morkill to Everyone : great job Brad

12:09:18 From John Berry to Everyone : Are there any down sides to opening it up?

12:12:04 From John Berry to Everyone : To scale, we will need to open it up (based on feedback and lessons learned).

12:18:26 From Garrett Morkill to Everyone : I think an improvement of mission statement is a good idea

12:19:02 From Kenney Tran to Everyone : I agree with a deeper dive into the Mission statement, but due to time constraints, could this be tabled to the next board meeting? Or potentially an ad hoc meeting could be held in order to address this?

12:19:16 From Sally Holmes to Everyone : Yeah, I think it would take a significant amount of time

12:19:56 From Sally Holmes to Everyone : Thanks, Brad!

12:25:05 From Sally Holmes to Everyone : I love having the timing on it this time!

12:29:25 From Lillian Baer to Everyone : fabulous, John Berry, great work, and the team, too. Are you getting out the word to all seapax'ers on a regular basis?

12:29:49 From Erin Branigan to Everyone : And Jerome is a contact tracer, no?

12:29:57 From Aaron De Sal to Everyone : SO NICE TO SEE EVERYONES FACE!!!!

12:30:11 From Jerome Siangco to Everyone : Correct, Erin!

12:31:39 From Brianna Celaya to Everyone : happy new year everyone! nice to virtually meet you all

12:31:42 From Kenney Tran to Everyone : Great meeting everyone! Looking forward to working with everyone this year!

12:31:46 From Sally Holmes to Everyone : Have a wonderful rest of your sundays, all!

12:31:52 From Garrett Morkill to Everyone : Thanks everyone! HNY!!

Notes taken by Erin Collins

To be approved by next meeting 3/7/2021