

SEAPAX Board Meeting - 01/06/19
Agenda and Minutes

Date: January 6th, 2019

Time: (1:30-2:00 Speaker) 2:00 - 4:30 P.M.

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

1:30-2:00 PM Guest Speaker, Adam Granato.

- We have invited Adam to speak to us about [Health Alliance International \(HAI\)](#).

Board Meeting Agenda

1. Committee/board member updates (Review before Meeting)
2. Welcoming speech (Brad - 2 min)
3. Introductions - board members and members present (15 min)
4. Vote on new board members (10 min)
 - Emily Biester (Secretary)
 - Kim Arent (Membership Chair)
 - Steve Gapinski (Webmaster)
 - Andrea Shelton (Service Co-Chair)
 - Jenny Sayles (Events Co-Chair)
5. Approve Minutes from last [Board Meeting](#) and [September's Board Meeting](#) (2 min)
6. Speakers' Bureau (Brad - 10 min)
7. SEAPAX resources and social media (Brad - 5 min)
 - G-Drive (Gatekeeper: Brad/Sarah)
 - FB [Page/Group](#) (Gatekeeper: Kim)
 - [Website](#) (Gatekeeper: Steve)
8. Peace Corps Connect Conference (2018) (Sara Jones - 10 min)
9. Grants (Ilene/Brad - 5 min)
 - [Friendly Waters for the World](#) - Flash Giving at Holiday Party, \$123
 - 2019 grants budget - ~\$800
10. Treasurer report (Brendan - 15 min)
 - End of year report (2018)
 - Annual state registration and taxes (need approval of up to \$150)
11. Calendar sales (Carolee - 5 min)
12. Additional sources of revenue
 - SEAPAX Swag (Brad/Kim - 15 min)
 - [Paraguay carpet](#) (Brad - 5 min)
13. 2019 SEAPAX campout (Carolee 2 min)
14. MLK day of service (Josh/Andrea - 5 min)
15. Advocacy update and [mentorship program proposal](#) (Jenn/Beth - 15 min)

16. [Mission and Vision](#) statement (Brad - 5 min)
17. Membership-Communications Committee (Sarah - 5 min)
18. Other board updates?

Next board meeting: 3/3/2019

Board Meeting Minutes

Attendees: Sarah Swenson, Carolee Walters, Brad Cleveland, Jenn Ritchey, Beth Ahlstrom, Josh Fliegel, Kira Cha, Emily Biester, Brendan Chiesa, Steve Gapinski, Kim Arent, Alana Delvecchio, Andrea Shelton

Absentees: Trisha Patek, Ilene Jaffe

Guests: Katy Kaltenbrun *interested in becoming board member, Sara Jones *PC connect, Sala

1. Committee/board member updates (Review before Meeting)

- a. **Community Service Chair** - Josh Fliegel
 - i. Brief report/discussion re: status of sign-up for SEAPAX Team service event on MLK Day of Service, Jan. 21 2019, 9AM-12PM in Kent. (5 min, Josh, Andrea)
- b. **Grants Committee Chair** – Ilene Jaffe
 - i. Vote to approve Christmas Donation of \$123 (Please inform the Treasurer of Organization) [Friendly Waters for the World](#) (5 min)
- c. **Speakers Bureau Chair** – _____
 - i. Sheila Carey is interested in chair position, out of country now - Sarah or Brad will connect when she gets back
- d. **Calendar sales** – Carolee Walters (5 min)
 - i. Sales down this year, in part due to not being invited to participate in Gates Foundation Marketplace -- future unknown
 - ii. Erin Carlson selling to GF employees (she sold 4 2019s, 4 perpetuals, 4 notecards) has \$120 sales to submit
 - iii. Funds generated (Brendan)
 - iv. As of 1/5/19, we have remaining: 54 of the 2019 calendars left (bought 175 this year); 14 perpetual calendars (bought 30); 61 notecard sets (bought 50; had some left over from last year)
 - v. Will want to make plan for remaining 2019 calendars (price reduction and/or donations) by/on March board meeting.
 - vi. Can promote notecards/perpetual calendars at later time
- e. **Tax/legal status** - Carolee Walters
 - i. update to Brendan to file
- f. **Treasurer** - Brendan Chiesa
 - i. Authorize annual state registration and taxes. Authorize up to \$150. However, I believe costs will be \$80.
- g. **Events Chair** – Alana Delvecchio

- i. Eats Out - scheduled for 1/17
 - ii. Snowshoeing & Peanut Stew Cook Off in February - dates TBD
 - iii. **SEAPAX campout** - Carolee Walters (2 min)
 - 1. June 28-30 at Spencer Spit State Park, Lopez Island (paid \$147.28 for reservation)
- h. **Membership Chair** – Kim Arent
 - i. 2018 members -1066 members, 172 Logged Into Seapax Website
 - ii. Networking Event 1/24
 - iii. Member Engagement
- i. **Webmaster** – Steve Gapinski
 - i. Website domain annual renewal cost was paid
- j. **NPCA Advocacy Chairs** – Jenn Ritchey, Beth Ahlstrom (10 + minutes, depending on desire to discuss mentor program)
 - i. Impact of Government Shutdown on Peace Corps:
 - 1. <https://www.peacecorpsconnect.org/articles/partial-government-shutdown-what-does-it-mean-for-peace-corps>
 - ii. SeaPax Mentorship Program Proposal
- k. **VP/Secretary** – Sarah Swenson
 - i. 2018 [Annual Report](#) is finished. September’s board meeting minutes were not voted for approval at the November meeting; we will need to vote on both September and November meeting minutes. (2 min)
 - ii. I nominate Emily Biester for 2019 Secretary (2 min)
- l. **President** - Brad Cleveland
 - i. From Matt Young (Regional PC Recruiter) regarding PC speaking opportunities for RPCVs in the Seattle area
 - 1. Sign up to be a part of the [Peace Corps Speakers Match program](#)
 - a. Educators can request RPCV speakers in their local area, and the Paul D. Coverdell World Wise Schools program then provides both the educator and the RPCVs with contact information to connect with each other. There is no fee to participate, and no expectation of compensation for the speaker
 - b. We receive about 10-20 requests for RPCV speakers from educators in the Seattle metropolitan area each year
 - c. I am often copied on these requests for speakers, and when I receive them I reach out to the RPCVs on my list (or, if I am given enough lead time, I let the SEAPAX Communications Chair know about these opportunities)

- d. This is the best opportunity for RPCVs who would like to share their story to groups of students, as I am not able to accept most of the requests to speak in classrooms that I receive each year (especially if the request comes from an elementary or high school teacher)
 2. For individual SEAPAX members who approach you asking how they can get more involved with Peace Corps candidate recruitment and promotion, please feel free to have them email me and I'll be happy to add them to my list of RPCVs who are willing to be resources!
 - a. I just need their name, their email address and phone number, their country and years of service, their primary project during their service, and any particular interest, passion, or affiliation that they would like to be a resource for PC candidates (i.e. serving as a person of color, serving as an LGBTQ+ individual, serving while married, serving later in life, serving mid-career, serving post-retirement, etc.)
 - b. Dozens of SEAPAX members have already done this over the past two years and are now receiving more specific emails about opportunities to be a resource for candidates
 - ii. A [Paraguay carpet](#) has been offered to SEAPAX with the idea that it can be auctioned off
 1. Owner of carpet, SEAPAX member Barbara Stahler
 2. The carpet was woven in 1982 in San Miguel Misiones, Paraguay by the weaving coop; it is 100% Merino wool
 3. Proceeds will be donated to SEAPAX grants
 4. Minimum asking price is \$100
 5. Ideas on how to make this happen??
 - iii. New [mission and vision](#) statement
 - iv. Proposed changes to [bylaws](#) approved at November board retreat take effect as of January 1st, 2019
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2. Introductions

- a. Board members & roles, committees
- ## 3. New Board Members Voted into service:
- a. Emily Biester (Secretary) - Sarah nominated Emily Biester for secretary, Kim seconded, all in favor, none opposed

- b. Kim Arent (Membership Chair) Josh nominated Kim for Membership chair, Carolee seconded, all in favor, none opposed
 - c. Steve Gapinski (Webmaster) Sarah nominated Steve for Webmaster, Brad seconded, all in favor, none opposed
 - d. Andrea Shelton (Service Co-Chair) Jenn nominated Andrea Shelton for Service Co-chair, Josh seconded, all in favor, none opposed
 - e. Jenny Sayles (Events Co-Chair) Alana nominated Jeny for Events co-chair, Sarah seconded, all in favor, none opposed
 - i. Jenny works on Sunday and will likely be unable to make board meetings but is very involved in events
4. Last [Board Meeting](#) and [September's Board Meeting](#) Minutes unanimously approved
- a. Brad motioned, Jenn seconded, none opposed to approve minutes from September board meeting
 - b. Brad motioned, Josh seconded, none opposed to from November board meeting
5. Speakers' Bureau - Brad
- a. Today was first speaker series - Health Alliance International: What do you think?
 - i. This can mean both RPCVs speaking in schools and speakers for the SEAPAX members
 - ii. May need more time to have discussion, start earlier if before the meeting to help with transition and allow the speaker to distribute materials (i.e. pamphlets and brochures)
 - iii. Social networking event - could be social hour after the meeting
6. SEAPAX resources and social media - Brad
- a. G-Drive (Gatekeeper: Brad/Sarah) Reminder to upload photos
 - b. FB [Page/Group](#) and info@seapax.org (Gatekeeper: Kim) Question from Andrea about consent for photos
 - c. [Website](#) (Gatekeeper: Steve) send questions to webmaster@seapax.org
 - d. Newsletter (Gatekeeper: Kira)
7. Peace Corps Connect Conference (2018) - Sara Jones
- a. Connect with RPCV community
 - i. Have a theme - positive psychology
 - 1. Power of story
 - 2. Burn in rather than burn out
 - 3. Leadership
 - b. [2019 Austin](#) June 20-22 this year if interested
 - c. Jody Olsen - PC is in robust space
 - i. Working on training for host communities
 - ii. Big change is that you can apply for your country ~ 60% get first choice
 - iii. Looking for new countries as well

- d. Service Award - Cincinnati
 - i. Lots of work with refugee communities, tutoring, English classes, arranging for a DACA recipient
- e. Humanitarian Award - RPCV who set up an organization in Sierra Leone to support girls in school and provide literacy programs
- f. Cost of attendance
 - i. Can share a room with someone
 - ii. Presentation - Was a presenter so got ~30% discount on registration
 - iii. Volunteer - Can also volunteer to get a discount
- 8. Grants - Ilene/Brad
 - a. Voted to donate the \$123 from Holiday Party Flash give to [Friendly Waters for the World](#) - Josh nominates to donate \$123 raised at holiday party to Friendly Waters for the World - motion passed, none opposed.
 - b. 2019 grants budget - ~\$800
 - i. Need to look at other ways of generating revenue - calendars are not generating enough at this point
- 9. Treasurer report - Brendan
 - a. End of year report (2018) - ~ 8,000 year end
 - i. With about 25% going to the Grants committee
 - ii. Down \$487 from last year (\$250 annual fee to the new website)
 - iii. It has been the general trend that we are losing money
 - iv. Members can donate to SEAPAX via website, mail order
 - 1. PO Box 77712, Seattle, WA 98177
 - v. A lot of the ideas for how to increase our revenue was discussed at the annual retreat, we agreed to allow the membership model settle for now
 - 1. Swag contest was one of ideas - Meeting January 10th at Hilltop Alehouse to discuss logistics
 - 2. Note that 75% of fundraising ideas per bylaws is supposed to go towards the Grants Program
 - b. Authorize annual state registration and taxes. Authorize up to \$150. However, I believe costs will be \$70-80. IRS, taxes, register with state - Brad nominated, Emily seconded for \$150 be spent on registration, all in favor, none opposed
- 10. Calendar sales - Carolee
 - a. Sales down this year, in part due to not being invited to participate in Gates Foundation Marketplace -- future unknown. Erin Carlson sold to GF employees (she sold 4 2019s, 4 perpets, 4 notecards) has \$120 sales to submit
 - b. Total funds generated (Brendan)

- c. As of 1/5/19, we have remaining: 55 of the 2019 calendars left (bought 175 this year) - \$12; 14 perpetual calendars (bought 30) - \$10; 62 notecard sets (bought 50) - \$8; had some left over from last year)
 - d. Will want to make plan for remaining 2019 calendars (price reduction and/or donations) by/on March board meeting.
 - i. If board members can help sell calendars at different events and/or their work. - Follow up with Carolee if you are able to help out
 - ii. Brad motions that Calendars be discounted, Brendan seconded and none opposed - \$ 8 in Feb, \$6 in March, and after March we will vote on donating the left over calendars
 - e. Can promote notecards /perpetual calendars at later time
11. Additional sources of revenue - Brad/Kim
- a. SEAPAX Swag - Brad/Kim
 - i. Already addressed - Next meeting is 1/10 if you would like to join in the committee
 - b. A [Paraguay carpet](#) has been offered to SEAPAX with the idea that it can be auctioned off
 - i. Owner of carpet, SEAPAX member Barbara Stahler. The carpet was woven in 1982 in San Miguel Misiones, Paraguay by the weaving coop; it is 100% Merino wool
 - ii. Proceeds will be donated to SEAPAX grants. Minimum asking price is \$100
 - iii. Ideas - Advertise for an event, sell raffle tickets, sell at store in green lake.
 - 1. Auction at bigger event? - Picnic, holiday party, peanut stew
12. 2019 SEAPAX campout - Carolee
- a. June 28-30 at Spencer Spit State Park, Lopez Island (paid \$147.28 for reservation)
 - i. Carolee needs to be reimbursed
 - b. Scott Ramos helped with ideas
 - c. Carolee will attend, need to advertise
 - d. Group site reserved for 25 people, will have cutoff. May have deposit in case space is limited (i.e. \$10)
 - e. Committee: Carolee, Sarah, Kim (Advertise)
13. MLK day of service - Josh/Andrea
- a. Brief report/discussion re: status of sign-up for SEAPAX Team service event on MLK Day of Service, Jan. 21 2019, 9AM-12PM in Kent.
 - b. Community garden space - 16 of 24 spots filled (need 8 more)
 - c. Sign up on website, carpool option is available
 - d. Looking to have a quarterly event
14. Advocacy update and mentorship program proposal (Jenn/Beth - 15 min)

- a. Beth - What we do: NPCA is the lobbying branch of PC
 - b. Action on the Hill - Feb 28th
 - i. NPCA (Johnathan Pearson is our contact) sets up visits to senators from different states
 - ii. Great turn out of RPCVs - everyone is very welcoming
 - iii. NPCA is willing to help with housing if you are able to go
 - iv. Beth is requesting the board to sponsor a SEAPAX member to go to the Action on the Hill event
 - 1. Kim suggest that this only be a benefit to a board member
 - 2. Advertising will go into the newsletter
 - c. Impact of [Government Shutdown on Peace Corps](#): Apologies, but we will not be posting updates. All operation for overseas programs are running but the U.S. PC office is shutdown.
 - d. If you are interested in advocacy work, we are always looking for new members to join
 - e. Fun fact: PC budget is only \$410 million
 - f. [SeaPax Mentorship Program Proposal](#)
 - i. Jenn had NPCA link her with a mentor when she returned as an RPCV
 - ii. Proposing to start a low key mentorship program in the beginning
 - iii. Need at least 5 board members - you would mentor 2 new RPCVs and need to meet with them at least 3x per year
 - iv. Benefits: help support our mission, possibly generate more funding, build our network and to also connect to current PC volunteers
 - v. Need to form a committee - Contact Jenn
 - 1. **Emily** has experience as a mentor from University of Michigan and willing to help with best practices
 - 2. **Andrea** is interested in helping
15. [Mission and Vision](#) statement - Brad
- a. After the board retreat, Brad and Sarah revised the mission and vision to better reflect what SEAPAX does
 - b. We will let the board review and come up with comments/edits
 - i. Please email Brad/Sarah about suggestions
16. Membership-Communications Committee - Sarah
- a. The Membership/Communications Committee includes:
 - i. Membership Chair - Kim Arent
 - ii. Communications Director - Kira Cha
 - iii. Webmaster - Steve Gapinski
 - iv. Committee Leader - Sarah Swenson

- b. The committee is designed to oversee all of SEAPAX's communication avenues including website, FB page/group, email, newsletter
 - c. Meetings are held at least quarterly, more if needed
 - d. Need to discuss best time to meet in Jan/February - will present at next board meeting in March
 - e. Anyone is able to join - contact Sarah at VP@seapax.org
 - f. Committee to discuss instagram account
17. Alana
- a. 1/17 eats out event at Tamarind
18. Next board meeting 3/3 - Brad motions to close the board meeting at 4:19, Emily seconded, none opposed.

Notes taken by Sarah Swenson

To be approved at the next board meeting on 03/03/2019