

SEAPAX Board Meeting - 05/05/19
Agenda and Minutes

Date: May 5th, 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)
 - Board members & roles, committees
3. Approve Minutes from last Board Meeting (1 min)
4. Open Board Positions and SEAPAX Board Elections (Brad - 5 min)
5. Communications/Membership Update (Kim/Sarah - 15 min)
 - Social Media Spotlights on SEAPAX members
 - Creating Instagram
6. Speakers' Bureau Update (Katy - 10 min)
7. Mentorship Program Update (Jenn/Brad - 5 min)
8. Update on NPCA Advocacy (Beth - 10 min)
9. May Send-Off and Welcome Home Event (Andrea - 5 min)
10. Calendar Updates (Carolee - 10 min)
11. Campouts
 - SEAPAX (2019) (Sarah - 5 min)
 - Regional (2020) (Brad - 5 min)
12. Finances Update (Brendan - 10 min)
13. PCC2020 Conference (Brad/Andrea - 5 min)
14. Annual Membership Survey ([2017 Survey](#)) (Brad - 5 min)
15. BMGF 2019 Summer Picnic (Brad/Kim - 5 min)
16. Board Meeting Venue for 2020 (Brad - 5 min)
17. Next Board Meeting (7/7/2019) (Brad - 5 min)

Board Meeting Minutes

Attendees: Beth Ahlstrom, Kim Arent, Emily Biester, Brendan Chiesa, Brad Cleveland, Steve Gapinski, Katy Kaltenbrun, Andrea Shelton, Sarah Swenson, Carolee Walters

Absentees: Kira Cha, Josh Fliegel, Ilene Jaffe, Trisha Patek, Jenn Ritchey, Jenny Sayles

1. **Committee/board member updates (Review before Meeting)**
 - a. **Community Service Chair** - Josh Fliegel, Andrea Shelton
 - i. May Send-Off and Welcome Home event (Andrea, 5 min)
 - b. **Book Club Chair** - Trisha Patek
 - i. Would like to ask that we start to ask if anyone is interested in taking over book club next year. Also looking for a volunteer to lead the August book club meeting, they can choose the location.
 - c. **Communications Chair** – Kira Cha (Sarah to present, 5 min)
 - i. Committee Updates from last meeting - campout communications
 - d. **Grants Committee Chairs** – Ilene Jaffe
 - i. No updates.
 - e. **Speakers Bureau Chair** – Katy Kaltenbrun (10 min)
 - i. Program update- Sheila Carey resignation, program sign-up sheet sent out, ongoing link in newsletter.
 - ii. Call to action- let's get the word out... we need more speakers to sign up!
 - iii. Next Steps- recruiting for co-chair, collecting contacts for schools and organizations, website update
 - f. **Calendar sales** – Carolee Walters (10 min)
 - i. Current inventory: 9 perpetual calendars, 57 notecard sets
 - ii. Last 2019 calendar sale was April; all remaining 2019s were donated to Seattle Schools classes--either first year teachers in mentorship program or ELL teachers
 - iii. I've put in a request for 2020 calendar info. If we decide to order and sell 2020s, we should decide on quantity and be ready to order in time to have calendars at SEAPAX summer picnic.
 - iv. Plan for selling perpetuals and notecards?
 - g. **Events Chair** – Jenny Sayles (Sarah, 2 min)
 - i. SEAPAX Campout: June 28-30th at Spencer's Spit on Lopez Island
 1. 9/25 have registered so far - will continue to advertise
 2. Ferry reservations highly recommended
 3. Carpooling also recommended and can be organized by SEAPAX
 4. Saturday night potluck and activities to be organized by SEAPAX

5. Registration is on [website](#) - if anyone has difficulty please feel free to email [Carolee](#) or [Sarah](#) for help
 6. Tickets are \$10 and sold on the website
 - h. **Membership Chair** – Kim Arent (10 min)
 - i. Social Media Spotlights on SEAPAX members
 - ii. Creating Instagram
 - i. **Webmaster** – Steve Gapinski
 - i. No updates.
 - j. **Newsletter Editor** – Kira Cha
 - i. No updates.
 - k. **NPCA Advocacy Chairs** – Jenn Ritchey, Beth Ahlstrom
 - i. Update on NPCA Advocacy (Beth, 10 min)
 - l. **President** – Brad Cleveland
 - i. PCC2020 Conference (Brad/Andrea, 5 min)
 1. [Application](#) was submitted at the end of March
 2. Since our submission, the NPCA has contacted us and requested that we that provide additional information regarding our top 3 proposed venues (1. University of Washington, 2. Seattle University, and 3. Seattle Center); we are currently in the process of obtaining and providing the NPCA with their requested information
 3. Lillian Baer, a former SEAPAX President and member of the PCC2020 planning committee, is registered for the PCC2019 Conference in Austin, TX
 4. As an NPCA affiliate group, we get one free registration for the PCC2019 Conference
 5. I am interested in attending and would also like to propose that SEAPAX provides \$300 to either a) help support an additional board member attend the PCC2019 Conference or b) reimburse Lillian for costs associated with the conference
 - ii. [BMGF 2019 Summer Picnic](#) (Brad/Kim, 5 min)
 1. July 10th 4-8p at Seattle Center
 2. 1-2 volunteers to create activities for kids that relate to PC
 - m. **Vice President** – Sarah Swenson
 - i. No updates.
 - n. **Treasurer** – Brendan Chiesa (10 min)
 - i. Financial Statements
2. Introductions
 - a. Board members & roles, committees

- b. Sarah motioned to open the meeting, Carolee seconded, all in favor, none opposed. Motion passed.
3. Approve Minutes from last Board Meeting - Emily motioned, Sarah seconded, all in favor, none opposed. Motion passed.
4. Open Board Positions and SEAPAX Board Elections (Brad)
 - a. Events (Alana stepped down), Speakers' Bureau (Sheila stepped down), Book Club Chair (Trisha stepping down end of year). Need someone to lead the August book club. Will be advertising for all of these open positions.
 - b. Two more board meetings, last meeting of the year is the retreat. Elections, voting in September. Time to start thinking about if you want to continue next year, and let Brad know so we can make announcements on Social Media and the newsletter starting in July. Sarah and Brad will come up with a plan for a board check-in at the next board meeting. Have drafted descriptions to put on the website for the elected positions and the process of our elections.
 - c. Reminder from Sarah that we can recruit at events, tell people more about what it means. Beth suggested bringing job descriptions. Discussion about finishing the manual for the public on the website, so when you take over you have an idea of what it means to be in your specific position. Template for "What it Means" to be in your position. Plan to have it ready for the retreat.
5. Communications/Membership Update (Kim/Sarah)
 - a. Sarah: Website used to create the campout event. Some people who haven't signed up on the website as a member had trouble registering for the event. Can always e-mail Carolee or Sarah to be walked through it, or Sarah can register them through the account if they send money to Sarah. Convenient system because there's a list of e-mails, and it's much easier for people to donate. Brad wondering if you need to login to donate. Sarah mentioned need to limit it to members due to capacity concerns, and need to limit it to those connected to Peace Corps. Brendan discussed how donation notifications show up. Steve, Sarah, and Kim confirmed that they are receiving e-mails confirming donations specifically for the campout. Will need to confirm the money is going directly into the account, and that it is being accounted for appropriately. Brendan's concern whether people are able to bundle it with their annual membership, or if it's a separate deposit. Sarah set it up so that it is strictly a \$10 fee for the campout. Brendan will check on the deposits, Brad will follow up with NPCA technology contact to make sure the deposits are going directly into our account.
 - b. Creating Instagram - Kim proposing we create an Instagram for SEAPAX that parallels the information we're putting on Facebook. Whoever manages the Facebook would manage the Instagram since it's similar content. Content in the

form of photos from events, advertising for events, and storytelling (member spotlights).

- c. Social Media Spotlights on SEAPAX members - Storytelling about our members to engage with them by sharing what they're doing in the Seattle community. Share their story, where they were in Peace Corps, and where they are now. Break up our events with highlights on members. Would get a quick blurb and photograph from someone, start by doing it monthly. May also have a blog, with a link that directs to the website. Can highlight third goal activities as well. Could start with Brad, which would stimulate us asking for other members to submit for July. Non-competitive, put them up as they come in. As board members we could also nominate SEAPAX members for spotlights. Social media would be 2-5 sentences, website blog would be ~500 words. Creating a form that we could post so people know what they have to do. Would include a photo release. Could also have a generic blurb on the newsletter directing members to the blog on the website, and check out our featured members. Target date of June so we can solicit member spotlights. Kim will e-mail board with the formal process, and the planned roll-out date. No need for formal approval since no financial cost.
 - d. Steve going to create document to walk through the directions on how to set-up your personal e-mail account to reply as your SEAPAX e-mail. Will share with board on how to do that. If we have suggestions for events or any communication needs, e-mail info@seapax.org.
6. Speakers' Bureau Update (Katy)
 - a. Created a sign-in sheet for SEAPAX members to sign up for the speakers program. Basics about if you're interested, contact info, audience, location, and availability to best match speakers with opportunities. Have gotten a couple of sign-ups, will keep putting link in the newsletter. Need more people to sign-up, so asking for more people to advertise it. Will start putting the ask on social media as well. Second step is to then send out a marketing e-mail to schools, and gather addresses for counselors in schools and community organizations to build partnerships. Suggestion to connect with Matt since he has a listserv of people interested in Third Goal activities. Hoping to make an internal list of SEAPAX members. Katy needs help, would be helpful to work with new co-chair. Update for the Speakers Bureau page on the website needed, Steve will follow up. Can also follow up with school districts, superintendents, etc; Sarah suggested one school in Renton where she has a contact. We can send updates to Kira, and through the Google Drive folder for the Speakers Bureau program.
 7. Mentorship Program Update (Brad)

- a. Plan to roll out a pilot program with board members acting as the mentors at first, then open it up to SEAPAX members if they want to be mentors as well. Jenn has put together some of the guidelines, and she's planning to e-mail the committee. Hope to meet again to tie up the loose ends.
8. Update on NPCA Advocacy (Beth)
 - a. In early March, the Peace Corps days on the hill, not sure if person from Tacoma went.
 - b. Dear Colleague Letter - Comes from members of the Senate and the House, and they write to their peers to ask for their colleagues to vote for or against various bills. Push from Peace Corps to get more signatures. A total of 222 members (41%) of Congress signed the letter. The House had 181 signatures, an increase from last year. Our local representatives (Rick Larsen, Denny Heck, Pramila Jayapal, Kim Schrier, Adam Smith, and Suzan DelBene) all signed this letter which was circulated by Joseph Kennedy III (D-MA), John Garamendi (D-CA), and Garret Graves (R-LA). The Senate had 41 signatures, another increase. Maria Cantwell signed, but Patty Murray generally doesn't because she's on appropriations. The letter was circulated by senators Johnny Isakson (R-GA) and Dianne Feinstein (D-CA). We only had a week to make the phone calls and get the signatures. Ask was for an increase in the budget from 410 million. Beth sends them thank you letters, but says to make sure it goes to the NPCA.
 9. May Send-Off and Welcome Home Event (Andrea)
 - a. May 13th from 5:30 - 7 at Columbia City library in their meeting space in the bottom floor. Country of Service tables will be set up, everyone will have half a table. Let Andrea know if you're interesting in attending. Photos, trinkets, fabrics, etc.
 10. Calendar Updates (Carolee)
 - a. Sahar Organization sent us their newsletter, and a letter from the National Council of Teachers of Mathematics, person looking for computer and technology donations, encouraged him to talk to Interconnection.
 - b. We have less than 10 perpetual calendars, and 50 notecard sets, sold a couple at the Cinco de Mayo potluck. Last year we ordered 175 of the 2019 calendars, and we sold close to 150 of them. Roughly 25 of those were sold discounted. The remaining ones (roughly 29) were donated to teachers (ELL or first-year teachers) with a blurb and a SEAPAX business card with the info@seapax.org e-mail to follow up on if they wanted someone to discuss their service. Suggestion of Kim to sell materials with our brand. Beth has asked to send 8 perpetual calendars, valued at \$4 each, to thank the senators (including Murray) and representatives who signed the Dear Colleague letters. Could eventually have SEAPAX branded thank you notes. Brendan motioned to send 8 perpetual

calendars to thank the senators and representatives, Emily seconded, all in favor, none opposed. Motion passed.

- c. Brendan motioned \$1200 to be put toward calendar purchases for the 2020 calendars, Sarah seconded, all in favor, none opposed - motion passed. Carolee recommends 30 perpetuals again.

11. Campouts

- a. SEAPAX (2019) (Sarah)
 - i. June 28-30 on Lopez Island at Spencer Spit. So far we have 9 out of the 25 tickets sold. Kira is going to put it at the top of the newsletter this month and Kim is going to advertise of social media. Tickets are \$10 a piece, if we get 15 people we've broken even. Will help arranged carpooling via e-mail. Potluck would be Saturday night. Reiterating that registration is through the website, and restricted to members only. Please put anyone interested in contact with Kim via info@seapax.org, or Carolee. Need to keep ferry registrations in mind, and has reminded people to let us know if they're willing to carpool.
- b. Regional (2020) (Brad)
 - i. Need to find camping area, and have a point person organize it. Giving a heads up that this is coming. May need to make reservations one year in advance. Carolee, Sarah, Kim, Brad, and Brendan can help find locations.

12. Finances Update (Brendan)

- a. Positive cash flow of \$35.58, minor TeeSpring sales with have brought us into positive cash flow. Currently breaking even. Sarah suggested potentially have an annual bulk buying event on TeeSpring or local T-shirt company so people can order items at a cheaper rate. Would need to have a reasonable minimum purchase limit.
- b. Discussion at the last meeting of doing CD's, but after discussing Peace Corps Connect and need to have a donation, we may want to wait. Currently at \$8,033.46 in total equity.

13. PCC2020 Conference (Brad/Andrea)

- a. We may have been the only group who submitted an application. NPCA asked for additional information regarding venues. Strong probability that we could land this event. Lillian registered for this year's conference, is also on the planning committee for next year's conference. One free registration for the Peace Corps Connect conference, propose to send \$300 to support someone to go. Brad is interested in going, could use \$300 to help Lillian. If any other board members are interested in attending, should let Brad know within one week.

- b. Brad motioned that SEAPAX provides up to \$300 to one person to attend the Peace Corps Connect Event in Austin, Sarah seconded, all in favor, none opposed. Motion passed.
14. Annual Membership Survey ([2017 Survey](#)) (Brad)
- a. Proposing that we do another survey this year. General survey, good time to take a pulse. Opportunity to ask about Peace Corps shirts, etc. Brad will take the lead. Idea to launch in August, running 1-2 months, could review the results at the retreat. Brendan asked for a quick summary about the survey to be provided ahead of the retreat. Get potential questions in by June to review at the July meeting.
15. BMGF 2019 Summer Picnic (Brad/Kim)
- a. Requested that 1-2 of our members attend, and interact with kids to inform them about Peace Corps. 1600 guests from the BMGF, employees and their families. July 10th 4-8pm at Seattle Center, Theme is When I Grow Up, 2 Peace Corps folks at a minimum there to do activities. Beth and Katy interested, Katy will reach out to Matt and NPCA to see if there are already kids' activities related to the Peace Corps. If budget needed, can e-mail the board for an electronic vote. Could also reach out to the Peace Corps museum.
16. Board Meeting Venue for 2020 (Brad)
- a. Group consensus that Antioch University is a good venue. Brendan suggested moving the board meeting time to be earlier in the morning. Brad will send out a Doodle poll.
17. Next Board Meeting (7/7/2019) (Brad)
- a. Proposal to move the board meeting to July 14th. Brad will send out a Doodle poll. Andrea will be out of the country for the summer, and Sarah will hopefully be starting Peace Corps Response in August.
18. General Updates
- a. Reminder from Brendan to keep an eye out for next happy hour, potentially Ferry to Bainbridge.
 - b. Brad brought up potential to create a movie night at a volunteer's house in Wallingford.
 - c. Eid al-Fitr will also be in June, will create an event.
 - d. Sarah mentioned One Vibe Africa, which hosts weekly dinners. Sarah will be hosting a dinner June 14th, looking for people interested in attending, hoping for 5-10 Malawians in the community to attend. Dinner, appetizer, and dessert and two glasses of wine included for roughly \$50. Fundraising dinner June 1st, will cost around \$125. Comes with dinner, performances. Founder is from Kisumu, Kenya.

Minutes unanimously approved (Brendan motioned, Katy seconded, all in favor, none opposed)

Notes taken by Emily Biester

To be approved at next board meeting on 07/14/2019