



Meeting of the US Servas Board of Directors
Saturday, February 4, 2017 @ 11 A.M. Pacific Time
via SKYPE

MINUTES

Roll Call:

Phyllis Chinn, President

Dennis Mogerman, Vice-President

Steve Kanters, Treasurer

Xande Zublin-Meyer

Cay Palmer

Chris-Ann Lauria

Amy Scolari

Sharon Victor

Tracy Jordan French, non-voting recording secretary & Administrator

Guests: Mary Jane Mikuriya, National Secretary for Peace & Justice

UNAVAILABLE – Xande Zublin-Meyer

A) CONSENT CALENDAR (includes reports & documents included in Agenda Packet sent 1/27/2017)

1. FEBRUARY 4, 2017 Agenda
2. December 14, 2016 DRAFT Board minutes
3. 2016 redacted Complaint Resolution Log
4. Financial Reports (Kanters)
 - a. Balance sheet comparison 2015 2016 [“BS 2016 and 2015 cmp”]
 - b. Profit & Loss comparison 2015 2016 [“PL 2016 and 2015 comp”]
 - c. Profit & Loss 2016 budget v actual [“PL 2016 bud vs act”]
 - d. Notes from SKanters
5. Investments Committee report submitted by Duncan Hughes
6. Nominating Committee notes submitted by N Mitchell & S Downs Hughes
7. Ad Hoc Revenue Task Force committee meeting notes submitted by Duncan Hughes
8. National Conference planning 2017 submitted by Phyllis Chinn
9. Key Persons committee report submitted by Nancy Mitchell
10. United Nations
 - a. UN Committee report by Mary Jane Mikuriya
 - b. UN DPI/NGO report by Jeanne Devine
11. Servas International Reports
 - a. Revised SI budget 2016 – 2018
 - b. Revised SI budget notes
 - c. SI Exco response to Servas Italy

- d. Launch of Servas Online (SOLSYS) by SI President
 - e. SOLSYS report by Project Manager
12. APPROVE & ACCEPT CONSENT CALENDAR

- a. Motion by Steve Kanters
- b. Seconded by Dennis Mogergerman
- c. Ayes = 8; Nays = 0

B) ORAL REPORTS

1. Committee Reports

- a. Future Conferences Planning committee – Mogergerman & Palmer
 - (i) Nothing new to report at this time
 - (ii) Will convene a meeting in the near future
- b. Youth Initiatives – Amy Scolari
 - (i) The committee has been reviewing, approving and supporting SYLE applicants. We currently have 2 pending requests to Servas India (Raleigh Tomlinson of Arcata) and Servas Germany (Ingrid Stevens of Eugene). Meanwhile Tess Hills of Portland will be spending a month in Japan this Spring. This is the first SYLE that Servas Japan has coordinated. They are very excited! Grace Lovell of McKinleyville, CA, past office volunteer and summer Office Assistant, will be spending 4 weeks in Morocco at the end of this semester. She is currently in Senegal for the Spring semester.
 - (ii) New committee member Johan Cavert was a SYLE participant last winter in Spain.
 - (iii) The committee will be drafting a Committee Charge and Goals for 2016-17 based on the Strategic Plan.

2. Staff report – Tracy Jordan French

- a. The Board has not yet reached consensus via electronic voting on whether or not to establish an Executive Committee as recommended by both Larry Lewack and Flora Melhouse, the nonprofit consultants whom we have hired within the past 3 years.
- b. Servas International budgeted 76,000 swiss francs for the recently launched Servas Online (servas.org). We are receiving a lot of referrals to US Servas. Unfortunately, interested members are signing up on servas.org with User Names and passwords and are then directed to US Servas whereupon we ask them to set up a User Name and password. This will surely frustrate many potential members.
- c. Staffing re-structuring
 - i. Jacob Lewis, Technical Director resigned as of 1/10/2017
 - a. Casey Tran has been re-assigned to focus on improving the usability of our website and other technical support. Casey is a part-time work-study employee, working ~ 12 hrs/wk
 - b. Local volunteer, Michael Welch, is providing additional tech support
 - c. John Gunther has been added to the MorseMedia “Basecamp”, our communication platform for website development.
 - ii. Grace Lovell was temporarily re-hired for limited assistance during HSU Winter Break
 - iii. Hired new Office Assistant via Work-Study

- a. Paulina Rico began Monday, January 23rd and works ~ 10 hrs/wk. Paulina is focused on member services.
- iv. Re-hired Amy Scolari as Administrative Assistant on 3-month trial for approximately 8 – 10 hours/week at \$12/hour. [see attached job description]
- v. Recommendation for future -- hire non-work-study Office Assistant for long-term* employment (*beyond one semester)
 - a. Shiloh Green? Had applied for work-study position but was ineligible for work-study.
 - b. Alison Silver, recent high school graduate who approached me about employment
- vi. Personnel Policies are still in critical need of updating! Having outdated personnel policies are a serious liability for US Servas. I recommend hiring David Turner, who provided pro bono consulting on our personnel policies 3 years ago, to complete the task.

- d. Follow up from the Board Retreat
 - Many committees still without chairs
 - Committee charges with annual goals have not been received from most committees

C) OLD BUSINESS

1. Personnel Handbook to be updated to reflect current California Labor Law – Oral report by Phyllis Chinn

We arranged with Taproot, an organization in the Bay Area, for a pro-bono consultant who did not follow up after initial contact. We may try again with Taproot to locate a volunteer to help us complete this task.

D) NEW BUSINESS

1. Discussion whether to approve an Executive Committee as recommended by Flora Melhouse, nonprofit consultant.

Attachments:

- a. Executive Committee Roles
- b. Board Model Governance & Support
- c. Building an Effective Board of Directors
- d. ACTION – Sharon Victor will draft a committee charge for Board approval

2. Resolution re: change to check-signers

Be it resolved that the authorized check-signers on the US Servas checking account (#203164S51) at Coast Central Credit Union include, and are limited to, Daryl N Chinn, P.W. Jordan French and Amy R Scolari. The majority of check-signers are individual members of Coast Central Credit Union (Jordan French & Scolari).

- a. Motion by Chris-Ann Lauria
- b. Seconded by Dennis Mogerman
- c. Ayes = 8; Nays = 0

E) ANNOUNCEMENTS

1. The date & time of the next board meeting To Be Determined.

F) ADJOURNMENT