



Meeting of the US Servas Board of Directors
Saturday, October 21, 2017 @ 10 am – Noon PT
Via Skype

MINUTES

Call to order 10:08 a.m. PT

Roll call:

Phyllis Chinn, President/Chair - present

Dennis Mogerman, Co-President/Chair - present

Steve Kanters, Treasurer - present

Chris-Ann Lauria - present

Amy Scolari – absent

Sharon Victor - present

Earlene Cruz – late arrival due to technical difficulties

Aaron Fowles - present

Richard Martin - present

Tracy Jordan French (non-voting recording secretary) - present

Guests: Mary Jane Mikuriya, Paige LaCombe

1. CONSENT CALENDAR: Action to APPROVE Board business – pulled Finance reports
 - a. October 21, 2017 Agenda
 - b. June 6, 2017 Minutes
 - c. July 20, 2017 Board retreat minutes
 - d. ACTION to approve: Richard Martin moved to approve/Seconded by Dennis Mogerman/Unanimously approved
2. CONSENT CALENDAR: Action to ACCEPT Committee Reports
 - a. Executive Committee (PZ Chinn)

The executive committee consists of the US Servas board chair, vice chair, treasurer and administrator. The committee met on August 3, 2017 to discuss credit cards. Tracy had set up an account with Dell so that the office can order computer items. The committee decided to have her limit the Dell account to \$2000 and also to increase the limit on the Coast Credit Union account to \$5000. This was necessary to avoid problems

that arose with paying for the conference expenses in Washington, DC which exceeded the old limit.

The members of the committee have also been actively reviewing a draft of changes to the US Servas staff handbook that was prepared by a volunteer from Taproot (an organization that provides volunteers for nonprofits). The draft still needs to be reviewed by a labor lawyer and then will be presented to the full board for approval. The current handbook was last revised in 2012 and there are many necessary changes.

The ExCo also met by email to approve the hiring of Isadora Sharon (who has since left) and Shohei Morita as part-time employees.

- b. Investments committee (attachment to agenda packet)
- c. Nominating committee charge 2017/18 (attachment to agenda packet)
- d. Key Persons committee charge 2017/18 (attachment to agenda packet)
- e. Youth Initiatives committee charge 2017/18 (attachment to agenda packet)
- f. Future Conference committee (FCC) (D Mogerman)

2018 National Conf. in Chicago

The FCC has selected the Cenacle Conference Center as the site for our 2018 National conference. A deposit of 35% has been sent to save the dates of June 22-24. The deposit is based on an initial rough estimate of overnight attendees. We can adjust that number as registration commences.

The Local Arrangements Team(LAT) is working with two FCC liaisons. They will work together on the details of the conference including the Board retreat on June 21st and accommodations on the night of the 20 and 21st.

The LAT will report back at the next FCC meeting which will be in early Oct.

2019 National Conf. in San Francisco--70th Anniversary Conference

A site has tentatively been selected as SF State University. Arrangements and dates will be made in early 2018 by the FCC. Mary Jane has agreed to head the LAT.

- g. Communications/Development committee (attachment to agenda packet)
- h. United Nations report (attachment to agenda packet)
- i. ACTION: to accept written reports: Richard Martin moved to approve/Seconded by Aaron Fowles/Unanimously approved
- j. Ad hoc Revenue Task Force – pulled from Consent Calendar. Discussed under Item 6.

3. Old Business

- a. Confirmation of Distant Voter (represents US Servas to Servas International when voting is required between General Assemblies)
 - i. Nomination of Mary Jane Mikuriya by Dennis Mogerman; seconded by Chris-Ann Lauria; Approved unanimously
- b. Confirmation of Peace & Social Justice Secretary
 - i. Nomination of Mary Jane Mikuriya by Sharon Victor; seconded by Aaron Fowles; Approved unanimously
- c. Strategic Plan champion (note: only Goal 1 was updated at the board retreat for 2017- 2020)
 - i. Richard willing to review, comment and re-send out for additional comments
 - ii. Chris-Ann recommends individual committees review and propose revisions and additions
 - iii. Tracy to re-send detailed version to Board of Directors
- 4. Oral Report(s)
 - a. Staff report (Tracy Jordan French)
 - i. Staffing changes
 - ii. Office outreach
 - iii. Website outreach
 - iv. Website improvements
 - v. End of Year Fundraising
 - vi. Strategic Planning
 - vii. SI Making Connections and HSU International Studies intern project
 - b. Update on migrating US data to Servas Online (Aaron Fowles)
 - i. We will maintain our database and synchronize with SOLSYS
 - ii. US members will be able to link to SOLSYS from US site to find hosts. We will not be able to use the SOLSYS messaging system.
 - iii. Travelers will not need to pay their fee prior to having access to all hosts internationally.
 - iv. Aaron will ask if members can list minimal location information (e.g. *Private address*)
 - v. Can members limit their contact information (phone, email) on SOLSYS?
 - vi. Timeline unknown at this time. Tests will be conducted in both directions.

- vii. Could our special features be integrated into SOLSYS? Would MorseMedia be interested in taking on the project? SI and US could potentially split the costs.
 - viii. Tracy will send the estimate from MM to Board.
 - ix. Richard made motion to approve expenditure up to \$2300 to MorseMedia to integrate our data with SOLSYS. Motion seconded by Dennis, depending on answers to the above questions especially in regards to private addresses and additional maintenance costs. APPROVED with Sharon Victor abstaining.
5. FINANCE reports (Steve Kanters) (attachments to agenda packet)
- a. Balance sheet as of 8.31.2017
 - b. Budget v Actual as of 8.31.2017
 - c. Profit & Loss Previous Year comparison
 - d. Income is doing better than budgeted; expenses in most areas are also doing better than budgeted.
6. Discussion re: Fee Structure and Host to Host program
- a. Revise our fee structure to include a basic membership fee?
 - i. Survey membership re: above?
 - b. Sharon recommends that Interviewers encourage Hosts to include a photo and personal information when requesting a visit from other Hosts. Tracy will include this in newsletters, **Key Notes** and online.
 - c. Staff will explore a Welcome Letter to Hosts which can be used as ID for utilizing the H2H program.
 - d. Chris-Ann: new Hosts could be asked to pay a fee; existing Hosts could be grandfathered in.
 - e. Phyllis will send her draft fee structure proposal to the full board to be discussed at the December meeting.
7. The next meeting of the Board of Directors will be scheduled for early December 2017 to adopt the 2018 budget. Day & time to be announced. See Future Agenda Items below.
8. ADJOURNMENT @ 12:25 p.m. PT

APPROVED 12/16/2017

Minutes taken by Tracy Jordan French