

## **VFP Board Meeting Minutes – Washington D.C. October 25 & 26, 2008**

**Brought to order** at 8:55am by Pres. Adams

**Present:** Elliott Adams, Sharon Kufeldt, Ken Mayers, Patrick McCann John Varone, Anita Foster, Mike Ferner, Ellen Barfield, Michael McPhearson, Thomas Brinson

**Absent:** Eli Painted Crow, Michael Uhl, Bill Collins, Gary May. Absences excused.

**Statement of Purpose** read by VP Kufeldt.

Ellen Barfield presented a VFP logo made of inlaid wood, given to the organization by the Ho Chi Minh City Assoc. for Victims of Agent Orange/Dioxin

**Agenda adopted**

**The case of each absent Board member was reviewed all were ruled excused absences**

**Minutes** from last meeting approved

**Treasurer's Report**

Although working capital reserve remains, declining revenue trend continues.

**Executive Director Report**

- **Need to appoint a committee to oversee tabulating ballots which have been sent out.**
- McPhearson reported on membership renewal efforts and discussed a proposed position in the 2009 budget. Moved and approved to adopt 2009 budget by December 31.

**Area Communication Coordinator position** discussed. Moved and approved to have board members perform the duties of this position on an interim basis. McPhearson to Adams, McPhearson and Woody Powell to develop a form for recording information from chapter contacts by Nov. 28

**Moved and approved** to schedule a Board conference call for Saturday, December 6, noon EST.

**Moved and approved** to direct McPhearson to take out Board of Directors' insurance policy.

**Case statement** has been redrafted. Deadline of December 6 for submitting testimonials and photos.

**Organizational Development** – ED reported on and Board agreed with agreement with Daniel Hunter to continue the planning.

**Tool Kit** – it is out as a beta model and available on web page, but Mayers has not received much feedback.

**Regional Collaboration** – the office is sending out a chapter newsletter

**Messaging and Case Statement** – Paintedcrow has completed the tip sheet she committed to. **Outreach - Communications:** Armistice Day op ed was prepared and submitted to American Forum by Ferner. Deadline of Nov. 3 for Ferner to get it to VFP office if AF is not going to use it and the office will distribute it to chapters with a cover letter suggesting they submit it to their local papers. . Kufeldt identified three times of opportunity for op eds: a) recurrent events like Memorial Day, b) anniversary events such as Hiroshima/Nagasaki, c) current events.

**Media** – there are two uses for media consultants. One is to get better coverage for a local event or action. The other is getting media visibility to for the organization and its specific message.

**Training** – Adams commits to getting a nonviolence training web page ready for review by Dec 6. In conjunction with this there is a need for an annotated resource list.

**2011 convention:** When announcing the results of the board of directors election, include a request for hosting the 2011 convention. This should include a one page or less description of what is required of a chapter to host a convention.

**Annual convention:** Discussion re: planning for annual convention, including general agreement that it would be beneficial to create a national standing committee to organize specific portions of conventions, e.g. speakers, workshops. There is a need for a written document to define what the local chapter and the national respectively will do.

Time for discussing Annual Convention will be on each agenda of future board meeting.

**2009 Maryland Convention:** Gary Hosey, Pat McCann, and Jim Baldrige reviewed plans for the '09 convention to be held at the University of Maryland.

### **Sunday morning**

**Advertising policy:** Barfield and Ferner will have a draft policy ready by the board conference call December 6.

**Executive Director succession:** Varone, Mayers and Collins will produce a 1-page succession plan based on Collins' letter by Dec. 6 conference call.

**Revoking Organizing Committee 929 status:** Based on request from members of organizing committee 929, the Board agreed to review revocation of organizing status. The board had previously suspended this group's Organizing Committee status, that revocation was appealed.

Chapter and Membership Development Committee will gather further information about the case and submit the report by the next board meeting. Out of this discussion it was decided that the Committee will also make recommendations for policy revisions for organizing committees, including possible sunsets (if they have not formed a chapter after some time limit) for organizing committees, and possible additional qualifications or review for granting organizing committee status

**New Board Orientation:** Discussion on what this orientation should consist of. Moved and approved that a committee consisting of first-year board members in consultation with Executive Committee be established to prepare new board orientation presentation to be given at the January board meeting.

Moved and approved that buddies will be assigned to newly-elected board members after each annual election and before the January board meeting.

**Chapter Contacts Policies:** Committee of Kufeldt, Brinson, Barfield to propose a policy for how people qualify to be on Chapter Contacts and how it is used. The current Chapter Contacts is supposed to serve several functions which may even be best divided. 1) a person people who are interested in contact VFP locally can call, this info is on the web site (some chapters have more than one and some chapters do not have any 2) The chapter contact listserv is a way for national to send information to the chapters. 3) the chapters contact listserv is supposed to be a way chapters can share their experiences and coordinate actions together. Currently 1) the use of chapter contacts listserv by some has driven other chapter contacts off the list serv., 2) there is a confusing mix of people on the listserv and not on the list and visa versa and no way to figure out who belongs where, 3) the list serv does not seem to work for chapters to share their experience or for chapters to coordinate actions 4) some chapters do not have any designated chapter contact

**Members Who Can't Afford Dues:** Kufeldt reported on how a chapter does it through voluntary member donations to a Sunshine fund set up for that purpose. Board policy states that chapters are invited to pay dues for members who can't afford them. In the absence of that, National organization will entertain a request from a member for waiver of dues. National should tell chapters when they are paying for members as recognition of part of what national does, but the names of members requesting waivers will remain anonymous. A new request will have to be made for waving each year's dues.

**Next Board Meeting:** Jan. 17-18, 2009 in Miami.

**New Chapter Chartered:** Moved and approved to charter NC Triangle Area Chapter of Raleigh, NC.

**Executive Director Evaluation:** Moved and adopted that Foster will work with McPhearson to develop a more appropriate description and detailed evaluation to submit to the Personnel Committee, which will review and approve prior to the Dec. 6 conference call, with an

evaluation to be done in January. Even though it put off the evaluation, the Board wanted to and did give the ED an interim evaluation.

**Board acknowledged the conclusion of Ellen Barfield's service** to VFP as the longest-serving board member in the organization's history.

**Adjourned** 1:10 pm

Mike Ferner Secretary Pro Tem.

Submitted to National for Posting with Correction to Membership in Chapter Contacts Policy Committee from Brinson

Gary E. May

November 17, 2008