



Board Meeting Agenda

March 18, 2020

In attendance: Patricia Moore Shaffer, Katherine Braga, Emily Bango, Mindelyn Anderson, Val Caracelli, Sue Cottrell, Bryce Leary, Erin Murrock, Laura O'Brien, Nicole Clark (member), Mallory St. Clare (member)

Absent: Giovanni Dazzo, Beeta Tahmassebi, Melissa Chiu, Josh Joseph, Natalie Donahue, Katie Pitts, Charles Gilman

1. Welcome & Agenda Review

2. Approval of Feb. 19 meeting minutes (Melissa Chiu)

Minutes have not been distributed yet from the Feb. 19 meeting.

3. Old Business:

a. Proposed 2020 program plans.

The Programs Chair was not in attendance at the meeting.

b. Career Fair.

Val Caracelli provided a summary of the event, which has been scheduled on March 27 on the George Washington University campus. Due to the COVID-19-related closure of the campus, the event has been cancelled. A large number of organizations had already committed to participate in the event, and the event had been marketed to WE student members. It was noted that the career fair was especially needed now given the employment challenges that graduate students will face due to the pandemic.

4. New Business

a. COVID-19 impacts on programs and activities.

Patricia Shaffer noted the immediate impact of COVID-19 on WE programs, including cancellation of the career fair, the upcoming Deep Dive program, and other networking events through April. She recounted a recent discussion held at a Local Affiliate Collaborative meeting about COVID impacts and mitigation strategies, including virtual

activities. She challenged the board to see this as a “glass half full” – an opportunity to innovate.

Katherine Braga suggested that the Deep Dive programs are well suited to the virtual format and could be easily converted. She also suggested a webinar series on data visualization, a topic that works very well in the webinar format.

Emily Bango suggested we consider developing online programs for NGOs, since it is a challenging time for them. Patricia suggested this approach could be linked to Evaluation Without Borders.

Laura O'Brien noted that community engagement activities, such as Evaluation Without Borders, are remote by nature and well-suited to the current situation. WE should consider placing more communications emphasis on EWB, the Scholarship, and Mentor Minutes during the pandemic.

Mindelyn Anderson spoke about the value of evaluators connecting virtually at this time to maintain a sense of connection. The possibility of a virtual career fair was raised; board member Bryce Leary volunteered to support the ad-hoc career fair committee with planning for a virtual career fair.

b. Draft 2020 Action Plan

Patricia reviewed the organization of the 2020 action plan tables, noting that the framework was drawn from WE's current strategic plan, which remains in effect through this fiscal year. The content for the tables had been largely drawn from committees' submitted plans, with the exception of the Program Committee. Patricia asked board members to review and edit the tables file by April 3. The tables will then be incorporated into a Word document and voted on at the April board meeting.

c. Proposed 2020 Budget

Patricia reviewed the proposed 2020 budget on behalf of Josh Joseph. The budget presents historical data on WE revenues and expenditures; it also presents projections based on expenses identified in the draft action plan. The 2020 budget is currently projected to spend about \$1,100 more than we bring in. The 2020 revenue estimates are conservative compared to the 2019 actuals, since last year was potentially an outlier revenue year given the likelihood of reduced revenues due to the pandemic. Board members were encouraged to consider their budget requests and make adjustments as needed in the action plan. The budget will be voted on at the April meeting.

d. Liability waiver

Patricia noted that during a recent LAC meeting, Beeta Tahmasebi had participated in a discussion about liability insurance and use of liability waivers. Since WE offers a wide range of programming and services, questions have been raised among some board members regarding whether WE should be purchasing insurance, specifically directors and officers' insurance and liability insurance, and using a liability waiver for program participation. This topic will be revisited at the April meeting. Beeta or Josh (?) will be asked to present the Board with options to consider.

5. Other Business

- Evaluation Without Borders: Laura noted that she had added a membership requirement to the Google form for evaluators, ensuring that participating evaluators are WE members. She was encouraged to pursue a proposal for Evaluation 2020. Laura asked board members to push out information about Evaluation Without Borders to nonprofit organization associations. A suggestion was to highlight strategic planning as a possible service, as this might be helpful to nonprofits dealing with challenges during the pandemic. Another idea (also related to virtual programming) was to facilitate a half hour information session for nonprofits.

- Scholarship. Sue Cottrell noted the challenge of outreach to universities at this time. A suggestion was to reach out to individual faculty as much as possible.

7. Adjournment

- Meeting was adjourned at 7:50pm.