

## **SEAPAX BOARD MEETING NOTES, October 28, 2012**

Uptown Espresso, 500 Westlake

In attendance:

Scott Ramos, Catherine Swanson, Shahida Shahrir, Aileen Ly, Fred Kaplan, Simone LaPray, Dina Davis, arriving at 4:00 Jaren Reed

Catherine called the meeting to order just after 3pm

1. Dina requested discussion of newsletter topics. Priority to be given job opportunities and general interest topics.

2. Holiday party was discussed.

a. Lillian has offered her house for December 15. A vote was taken and it was agreed that if Lillian is still willing, we will accept her offer.

b. Holiday party donation target was discussed and the YMCA Women's shelter, same as last year, was chosen by vote.

c. Catherine will provide details of the party for the Newsletter.

3. Past events: Shahida reported that the debate viewing gathering was a success with +/- 20 people in attendance at the SEAPAX tables.

4. Upcoming: November 9 Eats Out at a Kenyan restaurant, with Kenya RPCV's hosting.

5. Logo discussion. Catherine passed out print outs of the logo PowerPoint with existing logos from groups around the country and proposed designs by Dina. Several suggestions from changes were given. Simone proposed selecting 4 designs to offer for vote at the holiday party. Dina will contact James Coultier of the Eugene RPCV group to get feedback on current designs. Catherine or Aylene will get Dina contact information.

6. Simone reported on the Grants Committee meeting. Complete Grant Committee minutes are copied here:

### **Grant Committee Update**

Grants Committee had an in person meeting on October 14<sup>th</sup> with 6 of 7 members in attendance.

1. Joana has volunteered to update and expand upon our 'Grants' tab on the website. This will give the public a better sense of the projects that we are looking to fund and also express our vision and commitment to the community.

2. The committee agreed that from this point forward, there should always be an appointed person to serve as a liaison between the SEAPAX Social events/Chair and the Grants Committee. Shahida

volunteered to be that liaison between Social Events and Grants Committee because she IS the Social Events Chair.

3. It was agreed that Grants Chair would be responsible for trying to request submitted PCPP to better facilitate discussion of the potential project. If contact is made with the individual, to ask if the person preferred contact through email, regular mail or text message.

4. For local grants: At social events and at gatherings, grant committee members will try to bring committee up in conversation. We will submit a call out for submissions (slated for November). Jennifer made a valid point that we can wait to reach out to local grants at the end of the fiscal year because more funds are needed for local grants and we would only be able to fund a few (300-500 usd)

#### **We agreed upon a streamlined Grant Committee Process:**

Upon receipt of grant proposal:

Chair ensures that proper procedures have been followed

-If there procedures have not been followed, Chair will make recommendations on process. Though the standard amount is \$75, members may lobby for more funding based on the merit of individual projects.

When pulling possible grants from PCPP, Grants Chair will try to contact PCV for more information on project or Grant Proposal.

#### **Responsibilities of Chair:**

After review by Grants Committee, collect all grant proposals and present to SEAPAX Board

Chair will be responsible to track amounts funded

Chair will be responsible for sending an email after each Board Meeting to grants committee on results.

#### **Notify grantee proposals of SEAPAX Board Decisions**

Not approved:

Grant Chair (Simone) will send the appropriate email

Approved:

Designated person from Grants Committee will contact person (either through previously established contact or through Facebook)

Personally sends the 'congratulations' email with a CC with the Board

Establishes relationship and expectations with Grantee (possible mentoring, photos, interview, asking if Grantee prefers contact via email, regular mail, SMS, etc)

Six months after funds released-Send 'check-in' email asking about project and offering support and advice!

Upon completion of project

Request photos of project (Simone has a scanner)

Conduct small interview for SEAPAX newsletter.

-Example: article for SEAPAX Newsletter-Suriname Toilets

10. Next meeting will be January 26th, 2013 at 9:30am. Joana has again graciously offered her home as a meeting place.

*End of Grant Committee minutes*

7. Scott summarized the media avenues on which SEAPAX reports. They include [www.seapax.org](http://www.seapax.org), Yahoo Groups, Facebook, Google Calendar, NPCA Connected group (with live RSS feed from website), Twitter, SEAPAX Newsletter. The need for a Social Media Chair was discussed.

8. A second contact was discussed for the bookclub and mentoring email.

9. A vote was taken to confirm Dina as SEAPAX Secretary until April 1, 2013. Dina was unanimously confirmed.

10. Holiday party logistics were discussed. It was agreed that a keg should be purchased and donations collected. Party will be a potluck and open to all RPCV's and family.

11. Social gathering opportunities were discussed. Salsa dancing, movies, grad school application support, federal job mentoring and art walks were proposed.

The meeting was adjourned at 4:41pm.