



MINUTES OF THE ANNUAL MEETING

SATURDAY, APRIL 16, 2004

PRESIDENT BARBARA CAREY, PRESIDING

The Annual Meeting of the Virginia Gildersleeve International Fund, Inc. was held on Saturday, April 17, 2004 at the offices of the organization, 3 West 29th Street, New York, NY. Presiding was the **President** Barbara Carey, who called the meeting to order at 1:45 p.m.

Louise McLeod, **Webmaster**, gave a special presentation to the members on how to access the VGIF Website, the various sites and kinds of information available to the members such as: Member Pages, *VG Update*, Featured Projects and Projects Library, Events, Committees, Board, Membership Materials and Photo Library. Louise encouraged the members to make use of the Internet to become better informed about VGIF.

Following the Webmaster's presentation, the Spring Semester **Intern** from Barnard College, Mila Gorokhovich, gave a presentation of her work for VGIF entitled "Spatial Analysis of the VGIF Projects (1970 - 2003)." This project will be on the Website and a "hard copy" is in the office.

The **Secretary**, Claire Stein, gave the proxy count - total proxies received 155; Eileen Menton held 89 proxies, Hope Miller held 47 and Claire Stein held one. The President asked those in attendance to state their name and where they lived. There were 45 members present.

A quorum was declared present.

Motion #1 Adopt the amended agenda of the Annual Meeting.

Motion adopted

The minutes of the 2003 Annual Meeting of VGIF were read, corrected and approved by the Reading Committee consisting of Sema Faigen and Joan Chatfield. Since the entire minutes did not go out with the Call to Meeting, but just a summary, the Secretary passed out copies of the minutes to those in attendance.

The Reading Committee for the 2004 Annual Meeting Minutes will be Mary Gibson, Camille Macdonald Polski and Hope S. Miller.

The **Secretary** read a recap of the actions taken by the Executive Committee and Board of Directors on Friday, April 16 and Saturday, April 17, 2004 as follows.

EXECUTIVE COMMITTEE ACTIONS: -

Acknowledged those members having resigned or completed their terms:

Resignations:

Devon Sebro - Member of Development Committee

Florine Swanson - Member of Development Committee

Completion of Terms:

Sumana Fernando - Board of Directors

Mary Gibson - Board of Directors, Member Global Network Committee -
Midwestern Region

Jewell Hanna - Convener, Global Network Committee

Mary Ellen Kane - Board of Directors

Louise McLeod - Board of Directors

Maria Gladys de Mena Guerrero - Board of Directors, Member Global Network
Committee - Latin America, Member of Membership Committee

Jacqueline Shahzadi - Board of Directors

Kathleen Magill - Convener, Constitution and Bylaws Committee, Member of
Membership Committee

Maggie Ford - Convener, Development Committee

Bette Willson - Member Finance and Investment Committee

Terry Oudraad - Member Global Network Committee - Europe

Jeanette van Nuffel - Member Global Network Committee - Eastern Region

Caroline Pickens - Member of Membership Committee

Susan Russell - Member of Membership Committee

Entire Nominating Committee

Evelyn Bonnor

Donna Connor, Convener

Mary Gibson

Evelyn Mafeni

Catherine Moore

Shirley Quisenberry

Susan Russell

Mary Louise Ellenberger - Member Project Grants Committee

Fay Weber - Convener, Project Grants Committee

New Appointments: 2004 - 2007

Jewell Hanna - Global Network Committee - Member At Large

Maggie Ford - Convener, Development Committee

Carrie Gallagher Sussman - Convener, Project Grants Committee, 2nd Vice
President

Mary Gibson - Member Global Network Committee - Midwestern Region

Maria Gladys de Mena Guerrero - Member Global Network Committee - Latin America
Joan Chatfield - Convener, Global Network Committee
Kathleen Magill - Convener, Constitution and Bylaws Committee, Member of Membership Committee
Susan Russell - Member of Membership Committee
Gomathy Venkateswar - Member Project Grants Committee
Linda Seckiguchi - Member On-Site Committee
Marjery Sullivan - Member Development Committee
Jacqueline Shahzadi - Member of Membership Committee
Jack Young - Marketing Consultant
Leslie Wright - Member Global Network Committee - Eastern Region
Marilyn Zook - Off-Site Records Storage
Hope S. Miller - Intern Oversight as 3rd Vice President
Mary Ellen Kane - Strategic Plan as 4th Vice President
Virginia Maynard - Convener, Project Grants History
Louise McLeod - Member Project Grants History Committee
Joan Chatfield - Member Project Grants History Committee
Carrie Gallagher Sussman - Member Project Grants History Committee

Reports of Officers, Conveners of Standing and Special Committees and those holding Special Appointments will now appear on the VGIF Website.

The minutes of the Annual Meeting will appear on the Website after approval of the Reading Committee. Any member not having access to the Internet, may request a "hard copy" from the Executive Secretary, Fay Kittelson. Board and Committee members not on the Internet will automatically receive a copy of the Annual Minutes in the mail.

New VGIF membership brochures will be printed in time for distribution at IFUW in Perth in August 2004.

Instead of the list of the Board members appearing in the membership brochure, that space will be used to make a general statement about the number of countries represented by the Board of Directors.

VGIF will fund a representative, if one can be identified, to attend the 2004 AAUW National Conference for College Women Student Leaders this June in Washington, DC.

The Crisis Management Committee asked the President to appoint a VGIF member, who lives physically distant from New York City and VGIF Headquarters, to be responsible for off-site storage of copies of important records of VGIF.

The President appointed a Special Committee for Project Grants History updating. The Convener is Virginia Maynard with Joan Chatfield, Louise McLeod and Carrie Sussman

members

Up to \$1,000 was allocated for the transcribing to “hard copy” the taped history interviews of the Past Presidents of VGIF: Althea Hottel, Jean Simmons, Elizabeth May and Virginia Maynard.

BOARD OF DIRECTORS ACTIONS: -

Certificates were given to those Board and committee members completing their terms of office.

Passed a new Board Policy on Use of Name.

Approved 21 Project Grants in the amount of \$100,000.

Approved the appointment of Marilyn Zook to continue to store off-site material in Oregon for the Crisis Management Committee and VGIF.

Deadline for copy of next addition of *Update* is due to Louise McLeod June 1st.

The latest copy of the inventory of VGIF Archival records held at Smith College is in the Headquarters Office.

The preliminary report from Jack Young, Marketing Consultant, is on the VGIF Website.

Fay Kittelson thanked all the members for coming to the Annual Meeting. She announced that the new Directory of Board and Committee members would be forthcoming after the Annual Meeting. She stated that Mary Kane had brought information about Australia with train timetables, diaries of things to do at various locations in the country for those attending the IFUW Conference in Perth in August 2004. VGIF brochures and *Updates* are available in the office and everyone was urged to take some home with them.

President Carey announced that 3rd Vice president, Hope S. Miller, will be in charge of the internship program and 4th Vice President, Mary Ellen Kane, will be responsible for seeing that the Strategic Plan is kept current and viable. The Convener of the Constitution and Bylaws Committee will be responsible for keeping on file the most current copy of the Strategic Plan.

Barbara Carey explained to the Board members about a meeting that has been set-up with the IFUW in Perth concerning the Bina Roy Project. She has appointed a Special Committee on Bina Roy Cooperation with herself as Convener and Jean Colburn and Fay Weber as Committee members. This Committee will be meeting with representatives from IFUW to discuss ways of supplementing funding for Bina Roy projects and how VGIF might fit into this picture.

The Virginia Gildersleeve will honor Marian Nauta, a loyal and hard working member of VGIF for many years and the Convener of the Hegg Hoffett Fund for IFUW, at the IFUW Conference in Perth, Australia in August 2004. Since there are very stringent requirements about what may

be brought into Australia and this will result in less items for sale at the boutique, which raises funds for the Hegg Hoffett charity, VGIF is soliciting funds from VGIF members. Checks may be made out to "IFUW - Hegg Hoffett" and sent to Karen McKee, who is the Assistant Treasurer for IFUW. The acknowledgment of the contributions will be made at the time of the presentation to Marian Nauta at Perth.

Officers Reports

The **President** had several items in her report to the Annual meeting that she emphasized. She explained about her way of communicating and the means of processing information. She felt everyone should be given all information whether they chose to use it or not and she requested that whenever Board and Committee members had information they should think of who else might need to know. In this way all will be privy to the information, discussion and outcome. Barbara Carey stated that the VGIF 's traditional stance was one of waiting for people to come to us. She felt we need to be more pro-active. With this in mind she has asked the Board of Directors members to be responsible for bringing in one new member to VGIF by the Mid-Year meeting. The Project Grants Committee has identified the fact that a great majority of the applications for grants seem to come from the same area of the world. Barbara Carey and Fay Weber will try to address this issue at the IFUW Conference by speaking with representatives from countries from other areas that might be interested in encouraging project grant applications from their countries. Fay Weber is asking for time at the Perth Conference to present a workshop on how to fill out a grant application and other pertinent information.

The **President** announced that greetings had been received from the following members:- Mary Purcell, Elizabeth May, Alice Fitzjohn. Rachel Horan, Bea Ramsey, Mary Louise Ellenberger, Lynn Johnson, Debra Sebros and Dorothy Abeywickrama.

Virginia Palmer, **1st Vice President**, stated that her major report was being well enough to be here!

Hope S. Miller, **3rd Vice President**, reported that VGIF has had its first intern from Barnard College during the spring semester. That person is Mila Gorokhovich. There will be a summer intern, Elizabeth Moore, working with Fay Kittelson and it is hoped that she will continue into the fall semester.

Mary Ellen Kane, **4th Vice President**, acknowledged her new responsibility of working with the Strategic Plan.

Eileen Menton, **Treasurer**, reported that VGIF was in excellent financial condition. In 2003 we received \$91,496 in contributions of which \$2,495 was restricted to the Asian Regional Fund, the Erna Hamburger Fund and the Leader Fund. A bequest of \$225,000 was placed in the Virginia Freese Palmer Administrative Fund. The amount of \$66,400 in project grant allocations, a record amount, was made. The first three months of 2004 contributions of \$42,160 have been received and this month \$17,000 more has been contributed. Our goal for this year is \$120,000

in contributions. The Treasurer stated that our assets continue to grow having gone in the past three years from 1.3 million dollars to 1.65 million. The Erma Hamburger Fund has paid out two grants, the latest to the Cameroon Association for Female Physics Teachers. The Asian Regional Endowment has received an additional \$2,520 from individual donors and the 5% set-aside directed by the Board to help bring this Endowment up to the income-producing level of \$50,000. Eileen felt this goal would be reached this year.

Nancy Vang, **Portfolio Manager**, stated that VGIF has two portfolios. The first is our contribution portfolio. Three years ago it stood at approximately \$180,000. Today it is \$320,00 with \$15,000 in cash. The second portfolio is the Virginia Frese Palmer Administrative Account with a growth rate of 9.5%, \$50,000 in cash to pay our administrative costs and the principal now is \$1,250,272. Because of the generosity of Virginia Palmer and Claire Norton, VGIF takes out no money from contributions for administrative expenses.

Standing Committee Reports

Kathleen Magill, Convener of the **Constitution and Bylaws Committee**, presented the proposed amendments to the Bylaws.

Motion #2 The Constitution and Bylaws Committee moves to amend the Constitution and Bylaws, ARTICLE IV, Section 2.D. The Treasurer by striking (1) and inserting a new “(1) Keep the seal in a safe location at the offices of the Virginia Gildersleeve International Fund, Inc., and”.

Motion adopted including 155 proxy votes

Motion #3 Maggie Ford moved to return to the Constitution and Bylaws Committee the following proposed amendment for further investigation: - “ARTICLE IV, Section 2. D. - (2) Be the only person authorized to use the seal when required by a document.”

Motion adopted including 155 proxy votes

Motion #4 The Constitution and Bylaws Committee moves to amend the Constitution and Bylaws, ARTICLE IV, Section 2. D. (2) by striking the old “(2)” and inserting a new “(2) Maintain receipts and records of all deposits made by the Executive Secretary to such banks or trust companies as the Board of Directors may designate at the direction of the Treasurer.”

Motion adopted including 155 proxy votes

Motion #5 The Constitution and Bylaws Committee moves that the proposed amendment to the Constitution and Bylaws, ARTICLE VIII. Committees, Section 1 and 2 be returned to the Committee for further study in consultation with Standing Committee Conveners.

Motion adopted including 155 proxy votes

Maggie Ford, Convener of the **Development Committee**, stated that the Committee had no motions to bring before the group at this time. She reported that there are two draft documents for review on the Website. One is a Draft of Gift Acceptance Guidelines and the other is a Draft

of Guidelines for Creating New Funds. She would appreciate comments about the two Drafts. She also reported that the Marketing Analysis Committee is drafting a special funding pilot project, which, if the Board gives interim approval, may be implemented later this year.

Joan Chatfield, reporting for the **Global Network Committee**, passed out copies of the re-worked Committee Working Rules. Some concerns of the Committee are: - lack of diversity of countries receiving project grants; how the grants affect women and girls; better use of networking.

Membership Convener, Jeanie Page Randall, reported that we have 1409 individual members and 181 group members. She asked that those who planned to attend the IFUW Conference in Perth volunteer to help serve at the VGIF table in the exhibit area as much as possible. She encouraged those going to Perth to attend both luncheons and sit at different tables to help spread the word about Virginia Gildersleeve. The members were reminded that our Bylaws have an honorary membership category and that only one member holds that designation. The Membership Committee would welcome suggestions for possible other members to receive this designation of membership.

Mary Gibson presented the report of the Nominating Committee that was issued with the Call to the Annual Meeting in the absence of the Convener Donna Connor. There were no nominations from the floor and the following people were elected by a unanimous vote.

Board of Directors

For a First Term: - Dorothy Abeywickrama - Dehiwela, Sri Lanka
Camille Macdonald Polski - Gladwyne, Pennsylvania
Marian Nauta - Drogeham, The Netherlands

For a Second Term: - Jewell Hanna - Bainbridge Island, Washington
Mary Ellen Kane - Wollstonecraft, New South Wales, Australia
Louise McLeod - Doylestown, Pennsylvania
Jacqueline Shahzadi - Norwalk, California

2004 - 2005 Nominating Committee

Jean Colburn - Washington, DC
Mary Gibson - Kalispell, Montana (Convener)
Anita Miller - Sacramento, California
Catherine Moore - Great Neck, New York
Jeanie Page Randall - Clarksville, Tennessee
Eileen Menton - Laurel, Maryland (Alternate)

Mary Gibson asked the membership to send suggestions for nominations to the Nominating Committee no later than September 30, 2004. They can be sent to her by e-mail. The following

positions will need to be filled:

OFFICERS:

- President: Barbara Carey (Eligible for a second term as president)
- First Vice President: Virginia Palmer (First Board term expires 2005, eligible for re-election)
- Third Vice President: Hope Miller (First Board term expires 2005, eligible for re-election)
- Fourth Vice President: Mary Ellen Kane (Second Board term ends in 2007 so she could serve only 2 of the 3 years of this term if re-elected)
- Secretary: Claire Stein (Second Board term expires 2005, not eligible for re-election)
- Treasurer: Eileen Menton (Second Board term expires 2005, not eligible for re-election)

BOARD MEMBERS:

- Completing their first terms and eligible for re-election - 5 members
 - Maggie Ford
 - Kathleen Magill
 - Hope Miller
 - Pat Oberg
 - Virginia Palmer
- Completing their second terms and not eligible for re-election - 8 members
 - Winy Clemens
 - Patricia Kennedy
 - Eileen Menton
 - Bea Ramsey
 - Jeanie Page Randall
 - Margaret Stadler
 - Claire Stein
 - Marilyn Zook

Fay Weber, Convener of **Project Grants** and **2nd Vice President** gave her report telling the members that the Project Grants Committee is painfully aware of the lack of distribution of grants with many countries under represented and she thanked the Global Network Committee for their forthcoming help in this matter. She told the group that the list of 2004 Grants was available on the table at the back of the room and would be on the Website. There were 232 grant applications received. The six readers were able to get that number down to 59 before the final selections were made. The distribution was as follows: -

Number of Applications Received	Number of Grants Awarded
Ghana - 66	4
Africa - 113	9
Southeast Asia - 28	1
Central America - 2	1

Asian - 2	2
India - 71	1
Europe - 2 (IFUW, Albania)	2
Middle East - 1 (Georgia)	1

There were 21 project grants awarded for a total of \$100,000. Gomathy Venkateswar suggested that the directors or coordinators of the various projects that receive grants be asked to become members of VGIF and this was referred back to the Project Grants Committee.

Connections Committee Convener, Jacqueline Shahzadi reported that the internship program, which idea came out of the Connections Committee, is in full swing. The members heard a wonderful presentation by Mila Gorokhovich, our present intern, at the beginning of the Annual Meeting.

Maggie Ford, Convener of the **Marketing Analysis Committee**, received the preliminary report from our consultant Jack Young, which will be available on the Website. Priorities and time frames have been set. The Marketing Analysis Committee will be looking into three pilot projects and approaching the members for support.

Jean Colburn, Convener of the **On-Site Committee**, read the Committee report stating that the Committee has continued working to establish a protocol for on-site visits to current and past Project recipients and she gave a description of outreach to possible visitors to projects. She asked that members who may be traveling in the vicinity of grant recipients participate in the On-Site program. If a member plans to visit they should be aware of the Liability Release Form they will have to sign before they make such a visit.

Archival Historian, Kappy Eaton, said this is the 10 year anniversary of the VGIF Archival Collection at Smith College. In 1994 the archival policy was established with 5 boxes going to the collection. We now have 46 boxes. The collection is in labeled file folders and a work in progress. There are some gaps in the archives and Kappy listed what those were and asked that the information be sent to her. The Archival Historian will be interviewing Past Presidents Jean Colburn, Wes Cady and Sema Faigen and the tapes of the interviews of Past Presidents Althea Hottel, Jean Simmons, Elizabeth May, and Virginia Maynard will be transcribed to “hard copy”. VGIF not only gives their papers to the collection at Smith College, but they also contribute money for their maintenance as well and the archivist at the College especially appreciates this.

UN Representative, Virginia Maynard, stated that the consultative status application filed by VGIF with the Economic and Social Council (ECOSOC) of the UN will be considered at the meeting May 10 - 28, 2004. The DPI-NGO Conference will be held September 8-10, 2004 dealing with the Millennium Development Goals. The deadline for registration is July 30, 2004 and VGIF is allowed 5 delegates.

Other Business

Fay Weber shared with the members the information that there will be an International Symposium held in Washington, DC in November concerned with health in developing countries and Florine Swanson and Fay will be submitting a proposal to be participants at that symposium.

Gomathy Venkateswar announced that she had brought some posters of Nepal and also asked if VGIF had ever considered holding its Annual Meeting in her part of the world.

Jacqueline Shahzadi will be leading a delegation to New Zealand and Australia July 22nd, 2004 to meet with people in those countries before the IFUW Conference in Perth. The trip is sponsored by the People to People program and is entitled "Women in Education in New Zealand and Australia". Anyone interested should contact Jacqueline.

The Annual Meeting was adjourned at 4:45 p.m.

Claire R. Stein, Secretary