



BOARD OF DIRECTORS MEETING

Wednesday, June 10, 2020

9:00 am - 12:00 pm

Bank Information Center

Via Teleconference

Board Members By Phone: Joshua Lichtenstein (Chair), Cesar Gamboa (Vice-Chair), Marti Flacks, Jonathan Fox, Judy Gearhart, Imad Sabi, Alberto Vasquez, Stewart Ross (Treasurer)

Staff Members By Phone: Elana Berger, Jolie Schwarz, Rachel Burton, Katelyn Gallagher, Claudia Bach (Corporate Secretary), Cal Weeks, Carolina Juaneda, Rachel Bergman, Dahmata Koffi, Hali Lester, Coco Lammers, Phiona Nampungu

Other: Beth McMaster

The meeting was called to order at 9:08 am.

Ms. Berger began the meeting with space for edits to the agenda, as there were no previous items or minutes to approve.

Mr. Lichtenstein asked to take note of the extraordinary moment we are in with moving from the pandemic to the uprising in the United States and to reflect. He felt that the work BIC is doing is even more important than ever and was reflecting on what kind of change is possible in this world. He did not know where this moment would lead, but that times are indeed difficult. He gave a shout out to the board and staff for continuing their work through it all.

Ms. Berger then began the Executive Director's report, which noted the changes that have taken place in BIC's work in response to COVID-19, including canceled activities and refocused priorities. BIC US-based staff are currently working remotely, and there is no planned date to return.

There has been no significant impact on finances, and all 2020 grants were received on schedule. The pandemic did cause some minor losses due to canceled programming. BIC also received a PPP loan which will help mitigate any losses related to the pandemic without the need to draw on reserves.

BIC has hired in two new positions. The new Child Rights Campaign Manager, Coco Lammers, started in April. Hali Lester, the new Communications Coordinator, started in May. BIC is still hiring for a Social Inclusion Senior Program Associate and a Policy Program Manager. These positions are reflected in the organizational chart Ms. Berger shared.

BIC's controller, Beth McMaster, introduced the 2019 budget summary. 2019 was about \$300k higher than expected in revenue and about \$200k above budget in expenditures. About \$70k of that was carried over, leaving a \$30k surplus.

BIC maintains two checking accounts and approximately four months of reserves with Calvert Investments.

As of May 2020, BIC has spent about 35% of its budget, which is a little less than expected, and was affected by hiring timelines.

The meeting adjourned for a 15-minute break at 10:15 am and reconvened at 10:31 am.

BIC staff then presented its current work in light of the pandemic.

Ms. Schwarz, Policy Director, spoke to BIC's advocacy work, and Ms. Burton, Social Inclusion Director, then spoke to BIC's work with regional partners.

In communications, BIC is trying to broaden its external work. Hali Lester, the new Communications Coordinator was hired in May. A style guide and a communications strategy have been drafted for consistent implementation. A COVID-19 specific newsletter is expected in the next week or two, followed by an effort to gear newsletters to more specific audiences and issue areas. Social media is now a daily effort, and new policies are in place for blog and publications reviews.

BIC's regional staff then addressed how their work has been affected. Ms. Juaneda, Latin America Regional Coordinator, discussed her ongoing communication with partners TTLs, and project monitoring. Ms. Nampungu and Ms. Koffi in Africa also shared example projects where this has been the case.

The board thanked all three for their presentations, as well as Ms. Burton and Ms. Schwarz.

At 11:40 am, the Board went into executive session.