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Resist Steering Committee Meeting, Aug. 5, 2007

Resist

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Resist Board Meeting Minutes

August 5, 2007

Present: Robin Carton, Becca Howes-Mischel, Kitty Cook, Diana Digges, Nikhil Aziz, Cynthia Bargar, Yafreisy Mejia, Jim O'Brien, Sophia Kim.

1. Approved the agenda

2. Political Discussion: check in about 40th Anniversary with Kitty

- Updates
 - October 13th—Dante Aligheri Center in Cambridge—holds 250 people
 - Malika is working on ad book
 - Invitation has gone to designer—hoping to send out by September 1st
 - 4 speakers are confirmed, working to find a moderator (Nikhil)
- Main issues to discuss
 - Venue size limitations—will 250 seats be enough for expected attendance?
 - Robin has heard of folks planning on coming from far away
 - Advertising has gone out to about 25,000 people
 - What about finding space at MIT?
 - Need more board involvement
 - Need help soliciting items for auction (online and silent)
 - August 17th deadline to get things in
 - Online auction will open September 1st and close on October 5th
 - Hope to have a live auction at the event with 3 big things—event committee will work to find someone with energy who can do this
 - What about the idea of having a free panel separate from the paid party?
 - Too logistically complicated to have two events at two different places.
- Action steps
 - Robin will take lead on finding space at MIT through Noam's secretary—auditorium and big lobby
 - Will keep seamless event
 - Event committee will look into changing ticket amount—set some categories (grantee price, with and without panel/ party), go higher with price. If folks know of some ways this can be done, please pass ideas along.
 - Board members can stay up to date through online calendar: <http://mycalendar.net/resistinc>. (username is kittc@resistinc.org/ password is resistinc)

3. Grant allocations

4. Board Discussion

40th anniversary

- Questions about Kitty's role—she's working mainly on logistics, coordinating small pieces
- Event committee is working on "meat" of the event—program, entertainment
- Program so far
 - Hour and ½ for panel
 - Performances—Honk Band, Evelyn from Sweet Honey
 - Have some people talk about Resist
 - Slideshow
 - Party with DJ

- Action steps
 - Cynthia will update board regularly on where the planning is
 - Nikhil will help pressure board members to volunteer
 - Jim will work on internal web page for board members to stay updated on things
 - Board members present at this meeting will make effort to contact missing board members and fill them in on the planning
 - Remember—we're EXCITED about this event!!!!

Staffing changes

- Looking at 3 ½ staff structure
- 2 job descriptions—Development Director (1FTE), Communications Director (.5FTE)
- Issue of increased budget—from 191K to 221K→ how will we pay for this 30K increase? Would like to borrow some money from Schleimer bequest with a plan to pay it back.
 - Would like to have 6 year plan of taking money out over three years and then pay back over 3 more years. This will go back to Finance committee to come back to board with a proposal.
- Other questions to consider
 - How will the .5FTE person integrate with the board and staff? Where will this person sit? Possibility of adding a wall in Carol's office or sharing that office area.
 - What kind of repayment schedule will happen with the new development work of the Development Director?
 - What is our timeline for hiring? Nov. 1st hire; Dec 1st start with overlap with Carol for about a month. Advertise position in beginning of September and have 1st interviews October 15th
- Job description—need to make some edits to Development Director description. Reflect more of Resist's mission and culture. Put more emphasis on major donor and direct mail work with less on foundation grants, add a target dollar fundraising amount (700-740K). Clarify "develop new funding initiatives."
 - Diana has volunteered to work on the description and ad. Then it will go back to the staffing committee.

Voted to have next board meeting on September 30th—need to talk about grants, hiring, and 40th anniversary. All agreed.

5. Board Committee proposals

Finance Committee

- A. approved
- B. approved (for one year)
- C. approved (\$40,000 that is spread among grantees. Will announce at the 40th. For FY07)

40th Anniversary Committee

1. approved (not extra money. Grants committee will bring slate of candidates to next board meeting. Will do this annually, decided by the board)
2. approved (minimum bid of \$3,000. Grants committee will figure out details)

Reflection

- Becca: appreciated conversations, feels excited about the 40th
- Sophia: agreed about appreciating conversation but would not like to have these lengthy discussions at every meeting. Likes that things have been moved to committees.
- Cynthia—agrees—good to have small group to discuss issues in depth
- Nikhil—noticed pattern of people missing?
- Diana—missed the political discussion
- Robin—appreciated conversations and board members stepping with more responsibilities
- Thanks to Diana for great food!

**August 2007
Grant Requests and Proxy**

Multi-Year

Renewal

1. ADAPT- Colorado \$3,000

201 South Cherokee, Denver, CO 80223 Babs Johnson 303/733-9324 www.adapt.org
Funding for year 2 of multi-year general support for an organization empowering people with disabilities to integrate with full and equal rights into all parts of society.

Decision: Full ___

2. Fuerza Unida \$3,000

710 New Laredo Highway, San Antonio, TX 78211 Petra Mata 210/348-0124 www.lafuerzaunida.org
Funding for year 3 of multi-year general support for an organization that seeks to empower women workers and their families to achieve social, economic and environmental justice.

Decision: Full ___

3. Peace Through Interamerican Community Action \$3,000

170 Park Street, Bangor, ME 04401 Sean Donahue 207/947-4203 info@pica.ws www.pica.ws
Funding for a year 2 of second round of multi-year general support to engage in anti-sweatshop, labor rights and solidarity organizing.

Decision: Full ___

New

4. Ilé: Organizing for Consciousness-in-Action

PMB #117, 200 Avenue Rafael Cordero, #140, Caguas, PR 00725 Maria Reinat-Pumarejo 787/671-4826
www.conciencia-en-accion.org
Funding for multi-year general support to engage in anti-racist organizing and Latino/a leadership development.

Decision: Full ___ Partial ___ No ___ Undecided ___ Defer ___

Comments:

All comments about Maria Reinat are terrific, but it is still not clear that Ile is more than two people. Looking to triple their budget in 2007. Have an "advisory community" instead of a Board. Claim advisory community can hold staff accountable- but unclear how that happens. Trainings are great- but it is unclear what work goes beyond the individual trainings and where organizing occurs. Is this one of the ways that organizing works in the community?

5. Prison and Jail Project \$3,000

P.O. Box 6749, Americus, GA 31709 John Cole Vodicka 229/928-2080 pjp@sowega.net
Funding for a third round of multi-year general support to challenge the corrupt and racist criminal justice system in southwest Georgia.

Decision: Full ___ Partial ___ No ___ Undecided ___ One Year ___

Comments:

6. Vermont Workers' Center

\$3,000

P.O. Box 883, Montpelier, VT 05601 James Haslam 802/229-0009 www.workerscenter.org
Funding for second round of multi-year general support for a workers rights group organizing for economic justice, including livable wages, affordable health care and humane workplaces.

Decision: Full Partial No Undecided One Year
Comments:

General Support

Community Organizing/Anti-Racism

7. Bridges Across Borders

P.O. Box 103, Graham, FL 32042 Carol Mosley 352/485-2594 www.bridgesacrossborders.org
Funding for an international collaboration of groups and individuals formed to address the root causes of violence and hatred.

Decision: Full Partial No Undecided Defer
Comments:

Not clear what the thread is that connects the work. Work itself is not well-articulated, especially the domestic organizing component.

8. Desiree Alliance

Defer

2756 N. Green Valley Parkway, #104, Henderson, NV 89014 Stacey Swimme 773/706-0693
www.desireealliance.org

Funding to organize sex workers and their allies to seek civil, labor and human rights.

Decision: Full Partial No Undecided Defer
Comments:

Defer for additional references.

9. People for Community Recovery

13116 South Ellis Avenue, Chicago, IL 60827 Cheryl Johnson 773/468-1645 www.pcr-chicago.org
Funding to oppose environmental pollution from local industries, organize for housing rights and seek fair job opportunities for poor and low-income residents.

Decision: Full Partial No Undecided Defer
Comments:

It is not clear how broad the diversity runs- especially in a racially diverse place like Chicago. The director position has passed from mother to daughter- raises some accountability concerns. Not clear what they are really doing and who their allies are. This is a problem since they have been around for thirty years.

10. The Quest for Social Justice

\$1,500

3263 Demetropolis Road, #5, Mobile, AL 36693 Judith Smits 251/643-7734
Funding to raise social justice issues in Mobile and bridge diverse communities.

Decision: Full _____ Partial x No _____ Undecided _____ Defer _____

Comments:

BRIDGES project seems interesting. Board is all white. Application states that lack of staff "hampers" their ability to diversify. Are working with Katrina survivors. Send letter and newsletter about position on reproductive rights.

GLBTQ Rights

11. Connecticut TransAdvocacy Coalition

\$3,000

P.O. Box 330304, West Hartford, CT 06133-0304 Jerimarie Liesegang 860/983-8139
www.transadvocacy.com

Funding to organize for improved societal attitudes and legal protections for Trans and gender non-conforming individuals and communities.

Decision: Full x Partial _____ No _____ Undecided _____ Defer _____

Comments:

Excellent application and references. Make connections across issues. Targeting the glb community regarding trans issues and rights is a good strategy.

12. Seacoast Outright

\$1,000

P.O. Box 842, Portsmouth, NH 03802 Tawnee Walling 603/431-1013 www.seacoastoutright.org
Funding to change the social climate for gay, lesbian, bisexual, transgender, queer, questioning and allied youth in the greater New Hampshire Seacoast.

Decision: Full _____ Partial x No _____ Undecided _____ Defer _____

Comments:

Where is the youth leadership? Bring in diverse youth and bridge rural/urban areas. Need more information about how organizing works. Take a chance.

Health/AIDS/Disability Rights

13. ADAPT- Colorado

\$2,000

201 South Cherokee, Denver, CO 80223 Babs Johnson 303/733-9324 www.adapt.org/

Funding for an accessibility grant to enable people with disabilities to participate in organizing for full and equal access into all parts of society.

Decision: Full _____ Partial x No _____ Undecided _____ Defer _____

Comments:

14. Portland Central America Solidarity Committee (PCASC) \$3,000

311 N. Ivy Street, Portland, OR 97227 Shizuko Hashimoto 503/236-7916 www.pcasc.net

Funding for an accessibility grant to enable people with disabilities to participate in the movement to oppose US intervention in Central America and Mexico and support cross- border struggles for peace, justice, and self determination.

Decision: Full Partial No Undecided Defer

Comments:

Institutionalizes access.

Labor Rights

15. Kansas Action Network \$2,000

1248 SW Buchanan Street, Topeka, KS 66604 Heidi Zeller 785/232-4388 www.ksactionnet.org

Funding to unite workers, farmers and civil rights advocates to organize for improved living and working conditions for all Kansans.

Decision: Full Partial No Undecided Defer

Comments:

Answers to #11 are unsophisticated. Created a "don't work for peanuts" campaign with a bag of peanuts to emphasize it- clever. Good sense of labor history in Kansas. Second wave of living wage campaigns. Good references.

Middle East

16. Vermonters for a Just Peace in Palestine/Israel \$1,000

1233 Shelburne Road, #D-4, South Burlington, VT 05403-7753 Bill Coil 802/658-2390 www.vtjp.org

Funding to counteract biased media reporting and foreign policy in order to promote the equality and safety of both Palestinians and Israelis.

Decision: Full Partial No Undecided Defer

Comments:

Grant will be almost 1/2 of budget. Issues with answer to #8- don't feel the need to increase diversity. Broader vision "dilutes" the message. Send a letter with concerns about this to them.

Peace/Anti-Militarism

17. American Friends Service Committee - Vermont \$2,500

73 Main St., Box 19, Montpelier, VT 05602 Joseph Gainza 802/229-2340 www.afscvt.org/

Funding to increase the capacities of individuals and communities for peace building, social and economic justice.

Decision: Full Partial No Undecided Defer

Comments:

Answers to #3 use "us" and "them" language. Grant contingent upon receipt of a better budget.

18. The Iraq/Afghanistan Memorial Installation

\$2,000

c/o Mariposa, 210 E. Marcy Street, #1, Santa Fe, NM 87501 Joe Mowrey 505/466-7891

Funding to maintain a traveling memorial for U.S. military personnel killed in Iraq and Afghanistan which makes the public aware of the human cost of the ongoing occupations.

Decision: Full _____ Partial x No _____ Undecided _____ Defer _____

Comments:

Reaches out well to the veteran community. Uses a cultural vehicle as an approach. Reaching both pro and anti-war groups. Not a traditional form of installation. Focus is on death of US military personnel in installation and application. No discussion of Iraqi civilian deaths. More detail on organizing would be helpful. Send a letter about these issues.

Prisoners Rights

19. Fight for Lifers – West

\$500

P.O. Box 4683, Pittsburgh, PA 15206 Donna Pfender 412/361-3022

<http://fightforliferswest.mysite.com>

Funding to advocate for more humane and effective laws for prisoners serving life sentences in Pennsylvania.

Decision: Full _____ Partial x No _____ Undecided _____ Defer _____

Comments:

Take a chance. Very unsophisticated application. Are looking at restorative justice issues.

20. Lynne Stewart Organization

Defer

350 Broadway #700, New York, NY 10013 Pat Levasseur 212/625-9696 www.LynneStewart.org

Funding for an organization raising awareness about the chilling effect of the USA Patriot Act on lawyers who represent political or unpopular defendants as a result of the federal conviction of criminal defense attorney Lynne Stewart.

Decision: Full _____ Partial _____ No _____ Undecided _____ Defer x

Comments:

Defer to next cycle. Need a better proposal.

TA

21. Appalachian Women's Alliance

\$500

P.O. Box 688, Floyd, VA 24091 Meredith Dean 540/763-2125 www.appalachianwomen.org

Funding for a technical assistance grant to attend the US Social Forum which will build coalitions between activist groups around the country and showcase innovative organizing strategies.

Decision: Full x

22. Center for Artistic Revolution

\$500

Randi Romo, P.O. Box 2300, North Little Rock, AR 72114 501/244-9690 ArtchangesU@yahoo.com

Funding for a technical assistance grant to attend the educational institutes and other workshops that will be a part of the Highlander Research and Education Center's 75th Anniversary Celebration.

Decision: Full x

23. Kentucky Alliance Against Racist and Political Repression

\$500

Shameka Parrish, 3208 W. Broadway, Louisville, KY 40211 502-778-8130 kyll@bellsouth.net

Funding for a technical assistance grant to attend the educational institutes and other workshops that will be a part of the Highlander Research and Education Center's 75th Anniversary Celebration.

Decision: Full

24. Tennessee Alliance for Progress (TAP)

\$500

Nell Levin, P.O. Box 60338, Nashville, TN 37206 615/226-8070 nellrose@earthlink.

Funding for a technical assistance grant to attend the educational institutes and other workshops that will be a part of the Highlander Research and Education Center's 75th Anniversary Celebration.

Decision: Full

Total Number of Grants:	14 general support grants; 6 multi-year grants; 0 emergency grants; 4 TA grants; 14 not on agenda
Total Amount Requested:	\$62,000
Total Allocation for Cycle:	\$43,200; \$8,700 under-spending in budget
Total Grants:	\$18,500 general support grants; \$15,000 multi-year grants; \$2,000 TA grants
Total Loans:	\$0
Total Allocated:	\$35,500
Total # of Grants Allocated:	10 general support grants; 5 multi-year grants; 4 TA grant
Total # of Loans Allocated:	0
Total # of Grants and Loans:	19

August 2007 Not On Agenda

1. Baltimore Racial Justice Action (BRJA)

425 S. Chester Street, Baltimore, MD 21231 Dottie Burt-Markowitz 410/327-0134

Funding for anti-racist organizing, including visible white anti-racist action.

Reason: Primary work so far are lectures, letters to the editor and book signings. No organizing yet. No references or significant allies located in Baltimore. No Board of Directors.

2. Black Culinarian Alliance

55 West 116th Street, #234, New York, NY 10026 Alex Askew 646/548-2949

Funding to improve career opportunities for people of color in the culinary and hospitality industry.

Reason: No activist links clearly shown. Mostly service based. Had a loss in 2005. Not financial statements for 2006. Estimate need \$400,000 this year.

3. Crude Accountability

P.O. Box 2345, Alexandria, VA 22301 Kate Watters 703/299-0854

Funding for an international environmental justice organization working with local communities in the Caspian Sea basin negatively impacted by oil and gas development.

Reason: Almost all work done in the Caspian Sea region. Virtually no work in US. Have access to significant foundation dollars. Revenue in 2006 \$145,000 and expenses \$131,000. Budget for 2007 is \$66,000. No explanation for the drop included and no income projections.

4. Empower DC

1419 V. Street, NW, Washington, DC 20009 Parisa Norouzi 202/234-9119

Funding to organize low and moderate income DC residents to influence the policies and decisions that directly impact their lives.

Reason: Not clear whether impetus came from the people most directly affected. Lots of jargon. No significant information about campaigns. "We support this population [African Americans] through enhancing their ability to be effective advocates ..." "Empower DC is one of the few organization in DC that engage in grassroots community organizing ..." In 2006 income was \$153,266 and expenses \$97,884. \$60,000 earmarked for 2007. Projected revenue for 2007 is \$110,000. \$92,000 in foundation funding received already. \$120,000 still outstanding.

5. National Campaign for a Peace Tax Fund

2121 Decatur Place, NW, Washington, DC 20008 Alan Gamble 202/483-3751

Funding to form a Peace Tax Trust Fund which would enable conscientious objectors to divert their taxes into non-military alternatives.

Reason: Single issue. Some answers to Q.#11 are underwhelming. Similar work to NWTRCC. Mainly legislation-based.

6. Native American Children's Alliance (NACA)

3719 Meadowbrook, Cleveland, OH 44118 Linda Logan 216/373-6862

Funding to advocate for the rights of Native American children who have been sexually abused.

Reason: Social services.

7. North Hartford Seniors in Action

c/o Gladys Ellis, Hartford, CT 06120 Joe Wasserman 860/278-7514

Funding to advocate for the needs of the elderly and the community in the public arena.

Reason: Not cohesive. No clear organizing plans.

8. O.R.G.A.N.I.C. Collective (Opposing Repression Globally & Nurturing Independent

P.O. Box 620936, San Diego, CA 92162 Rich Macgurn 619/318-9730

Funding to organize creative resistance at the intersections of oppressions for global justice.

Reason: Exact same application as one rejected in April.

9. People Might

8 North Court Street, #8, Athens, OH 45701 Damon Krane 740/592-2930

Funding to train young people to be effective activists and organizers through the use of community-based media projects.

Reason: Are 2 years old. Difficult early years. Seems primarily a newspaper and series of workshops. No clear organizing. Much of the application centers on the work of Damon Krane. No full answers to #11. Seek to double budget with no clear fundraising strategy. Majority white in a diverse university area.

10. Red One

Red Nation-Cherokee Business Services, Las Vegas, NV 89030 Linda Sapp-Cox 702/649-8774

Funding for "Spider Women," a Native American support group for women trying to establish their own small business.

Reason: A one person show. Business and social services.

11. Secular Student Alliance

10 Thurlow Terrace, Albany, NY 12203 Andy Buttler 612/702-7641

Funding to advocate for the right to lead an ethical and meaningful life without supernatural beliefs.

Reason: Seem to have a good funding stream.

12. Washington Peace Center

P.O. Box 50032, Washington, DC 20091 Pete Perry 202/234-2000

Funding to train youth leaders and examine issue around the Iraq war, climate change and rise in abuse of government powers.

Reason: Not eligible to apply for a MY. Just a summer program with no follow-up. Most funding is from one source. Application is vague with few specific answers to q.#11.

13. Western Regional Advocacy Project (WRAP)

2940 16th Street # 200-2, San Francisco, CA 94103 Paul Boden 415/621-2533

Funding to work towards the elimination of homelessness by organizing homeless people and front-line service providers to have an impact on federal policy.

Reason: All of their collaboration are with direct service organizations. Are legislatively based.

14. Wisconsin Network for Peace and Justice

122 State Street, #402, Madison, WI 53703-2500 Judy Minor 608/250-9240

Funding to coordinate actions for nonviolent social change in Wisconsin and nearby regions.

Reason: No position on reproductive rights- but say advocate for the rights of all, including women. Not very diverse.

Proposals for the Board

8/5/07

The Finance Committee has three proposals to bring to the Board:

- A. *Proposal:* The Finance Committee recommends increasing the prospect mailing budget by \$25,000 in order to do a second mailing in the fall. The Finance Committee recommends using monies from the Schleimer bequest investment interest and principal to cover the increase.
- B. *Proposal:* The Finance Committee recommends that RESIST invest \$20,000 in a CD with the Hope Credit Union in New Orleans as a means of supporting local re-building efforts while still generating income.
- C. *Proposal:* The Finance Committee recommends that RESIST give an additional \$400 to each grantee for FY 2007 in celebration of the 40th anniversary. This increase will be announced at the event and would be a budget increase of approximately \$48,000 in the Grants line item.

The Committee also reminds Board members that we have been under-spending our grant-giving budget for the year. The Committee suggests that the Board give out the maximum budgeted amount for the remaining 3 cycles of the year.

40th Anniversary Special Proposals

1. RESIST create a new tribute grant to honor its original spirit of resistance to illegitimate authority named the "Hell Yes! Grant." This grant would be awarded annually (at least once) to a group that embodies the moral clarity, courage and political commitment to challenge forces that drive toward war and place profits above people. (Please note: the wording can be clarified but the spirit is simple. *This tribute grant would recognize inspiring, radical activism that cuts to the heart of RESIST's mission to challenge illegitimate authority, with particular emphasis on anti-war and anti-imperialist efforts.*)
2. RESIST could auction a one-time only tribute grant at either or both the on-line and silent auction. This would allow a donor to honor someone or a group of people. We could clarify the specifics of this, but something like: RESIST offers the opportunity to name a one-time tribute grant in honor or memory of a person or movement of significance to you, and that fits within RESIST's overall funding guidelines and character."

RESIST Development Director Job Description

RESIST is a progressive foundation that supports grassroots organizing for peace, economic, social and environmental justice, and provides political education for social change activism. For 40 years, RESIST has funded groups that challenge reactionary government policies, corporate arrogance, and right-wing fanaticism through organizing, education and action. RESIST also publishes a highly regarded *Newsletter* six times a year which spotlights current social justice issues, with articles by and/or interviews with grassroots activists.

Job Responsibilities:

RESIST seeks a full-time Development Director to oversee all activities related to donor development, direct mail solicitations, events planning, foundation appeals and other fund raising activities. In coordination with RESIST's Board and Staff, the Development Director implements annual and long-range fundraising activities.

RESIST's Director of Development works in conjunction with other staff members to participate in political education and organizational collaborations; create and review written materials and electronic communications; participate on Board committees; and perform general office tasks including answering phones, processing mail and office maintenance

Key Responsibilities include:

- * Implement and maintain RESIST's pledge program;
- * Manage quarterly renewal solicitations;
- * Acquire new members through direct mail campaigns;
- * Maintain RESIST's donor data base, including data entry;
- * Develop and implement a major donor program and planned giving campaign;
- * Coordinate special events, including house parties, panels, and anniversary celebrations;
- * Solicit foundation and other grants;
- * Develop new funding initiatives; and
- * Maintain and enhance philanthropic connections.

Qualifications:

- * A commitment to progressive social change activism;
- * Five years experience in development, especially direct mail campaigns and major gifts;
- * Excellent written and oral communication skills;
- * Ability to think strategically and creatively;
- * Familiarity with fund raising software and Microsoft Office products;
- * Experience running a small development office;
- * Management and supervisory experience preferred;
- * A sense of humor; and
- * Ability to work collaboratively as part of a team.

RESIST is progressive, equal opportunity employer. Excellent benefits. Salary based upon experience.

RESIST Communications Director Job Description

RESIST is a progressive foundation that supports grassroots organizing for peace, economic, social and environmental justice, and provides political education for social change activism. For 40 years, **RESIST** has funded groups that challenge reactionary government policies, corporate arrogance, and right-wing fanaticism through organizing, education and action. **RESIST** also publishes a highly regarded *Newsletter* six times a year which spotlights current social justice issues, with articles by and/or interviews with grassroots activists.

Job Responsibilities:

RESIST seeks a part-time Communications Director to oversee all organizational publications, including its bi-monthly newsletter. The Communications Director also has responsibility for on-line publications, website maintenance and new communications initiatives.

RESIST's Director of Communications works in conjunction with other staff members to participate in political education and organizational collaborations; participate on Board committees; and perform general office tasks (including answering phones, processing mail and office maintenance).

Key Responsibilities include:

- Publish six (6) issues of the *RESIST Newsletter* annually, including soliciting and editing articles, layout, design and printing;
- Administer electronic communications, including an e-newsletter and e-alerts;
- Maintain and develop **RESIST's** website;
- Coordinate board and volunteer participation in communication's planning and implementation;
- Develop a media relations strategy, including distribution of press releases;
- Implement advertising, public relations, and promotional campaigns and strategies;
- Develop new publications and communication initiatives, including newsletters, bulletins, pamphlets, directories, and posters;

Qualifications include:

- Commitment to progressive social change activism;
- Three to five years experience in non-profit communications and publication management;
- Excellent written and oral communication skills;
- Ability to think strategically and creatively;
- Experience working with Adobe In-Design and Dreamweaver preferred
- Familiarity with Photoshop, Illustrator, and Acrobat a plus;
- Ability to work collaboratively as part of a team.

RESIST is an equal opportunity employer. Excellent benefits. Salary based upon experience.

**2008 Personnel Budget
Draft 1**

Employee Salaries	161,258
Payroll taxes	14,029
Pension plan match	6,450
Health insurance	40,000
Total	221,737

Paid To	Gross	FICA 6.20%	FICA 1.45%	FWH	SWH	403(b) 4%	403(b)	Net Pay
Robin Carton	\$918.64	\$56.96	\$13.32	\$61.00	\$35.72	\$36.75	\$55.00	\$659.90
Yafreisy Mejia	\$797.86	\$49.47	\$11.57	\$47.00	\$32.01	\$31.91	\$10.00	\$615.90
Third Staff	\$961.54	\$59.62	\$13.94	\$62.00	\$36.50	\$38.46	\$55.00	\$696.02
Fourth Staff	\$423.00	\$26.23	\$6.13	\$22.00	\$16.00	\$16.92	\$0.00	\$335.72
Total	\$3,101.04	\$192.26	\$44.97	\$192.00	\$120.23	\$124.04	\$120.00	\$2,307.54

Robin at 4/5 time

Annual Salary

Robin Carton	\$47,769	.8 FTE	\$59,712	FTE
Yafreisy Mejia	\$41,489	1 FTE		
Third Staff	\$50,000	1 FTE		
Fourth Staff	\$22,000	.5 FTE		
	\$161,258			

**Personnel Budget
FY2007**

Employee Salaries	148,969
Payroll taxes	12,960
Pension plan match	5,959
Health insurance	23,869
	191,757

Paid To	Gross	FICA 6.20%	FICA 1.45%	FWH	SWH	403(b) 4%	403(b)	Net Pay
Robin Carton	\$918.64	\$56.96	\$13.32	\$61.00	\$35.72	\$36.75	\$55.00	\$659.90
Yafreisy Mejia	\$797.86	\$49.47	\$11.57	\$47.00	\$32.01	\$31.91	\$10.00	\$615.90
Carol Schachet	\$1,148.30	\$71.19	\$16.65	\$159.00	\$47.30	\$45.93	\$100.00	\$708.22
Total	\$2,864.80	\$177.62	\$41.54	\$267.00	\$115.03	\$114.59	\$165.00	\$1,984.02

Robin at 4/5 time

RESIST Finance Narrative

Introduction

Board members have a "fiduciary duty" to protect the assets of RESIST. To satisfy this responsibility, Board members must review and understand RESIST's financial statements.

The RESIST Board meets this obligation, in several ways:

- The Finance Committee reviews detailed financial reports at each meeting. These meetings occur approximately every two months.
- At each Board meeting, the full Board reviews simplified financial reports, based on the data that has already been reviewed in detail by the Finance Committee.
- Each year, the full Board reviews and comments on a draft annual budget prepared by RESIST staff and the Finance Committee. At a subsequent meeting, the full Board must approve the annual budget.
- As needed, the Finance Committee drafts revisions of the annual budget. These are submitted to the full Board for a vote.

At each Board meeting, the full Board reviews the Statement of Net Assets and the Statement of Net Activities.

STATEMENT OF NET ASSETS

RESIST's assets are comprised of the holdings in bank and stock accounts, any bills paid ahead of time, the value of the "stuff" that RESIST owns, and any security deposits RESIST holds for our sub-tenants, less any "liabilities" such as grants committed but not yet disbursed.

A **Statement of Net Assets** is a report that provides a financial snapshot of RESIST as of a specific date. The report shows how much RESIST is worth (equity) by subtracting all the money RESIST owes (liabilities) from everything we own (assets). The total includes RESIST's net income for the fiscal year to date.

The **Statement of Net Assets** gives Board members the information they need to determine whether RESIST has enough assets to continue operating smoothly and responsibly and how much RESIST owes (for example, to vendors, and for payroll and tax liabilities). The report compares the current year with the same period in the prior year.

One asset is about \$400,000 received from the Estate of Phillip Schleimer. This has been invested. In 2006, the Board voted on how RESIST can use this bequest:

- Resist can use income generated by investing the bequest for general operating expenses. In other words, this income can be used as "ordinary" income in annual budgeting for grants, staff salaries, etc.
- Resist can only use the bequest principal to develop long-term and sustainable programs (e.g. a major donor program). If RESIST uses principal for these purposes, there is an expectation that the program will generate funds that, within a reasonable period of time, could replenish the bequest principal.

STATEMENT OF NET ACTIVITIES

The **Statement of Net Activities** is also referred to as an income statement. It summarizes RESIST's revenue (or income) and expenses for a set period of time. The report shows subtotals for each income or expense line item in our "chart of accounts." The last line shows RESIST's net income (or loss) for the period covered by the report (for example, a month, a quarter, or a year). Using this document, Board members can tell whether RESIST is operating at a profit or a loss. The report compares income and expenses with the amounts in the annual budget for the same period.

RESIST receives most donations in December and the following January. Therefore, each year, expenses appear to exceed income until near the end of RESIST's fiscal year, December 31. The annual budget takes expected month-by-month variations into account, and it is examined to determine whether income is on track to meet projections.

Revenue

RESIST derives its income from two major sources: gifts and pledges; and investment income.

Gifts and pledges are composed of the income received from:

- "Internal mailings:" This is our name for the pledge program (for example, commitments to send a certain amount each month), business reply envelopes inserted in each *Newsletter*, and mail appeals to current donors
- Prospect mailings: Mailing to solicit new donors
- Special contributions: Employer matching grants, stock gifts, and unsolicited contributions
- Special events: Currently, this category includes donations received in connection with Resist's 40th Anniversary.

Investment Income represents:

- Interest and dividends
- Realized gains (or losses) from selling investments
- Unrealized gains (or losses) on investments that are currently held. These depend on the market conditions.

Expenses

Expenses are divided into three categories:

Fundraising costs: The costs of the internal mailing programs, the prospect mailing program for new donors, and other fundraising costs, including special events.

Program expenses: The costs of the grants program (including grantmaking), the library, postage and printing, the *Newsletter*, and the web site.

Administrative costs: The costs for general and administrative matters, personnel (including salaries and benefits); and the Board (such as travel and food).

RESIST Finance Narrative
January 1, 2007, to June 30, 2007
Accompanies Statement of Net Assets and Statement of Activities

BIG PICTURE

Our *net income* (income less expenses) for January 1, 2007, through June 30, 2007, was a *loss* of about \$31,444. In our annual budget for this time period, we expected to have a net loss of \$72,959.

Income is higher than expected by \$42,470. *Expenses* are approximately \$1,715 more than anticipated. This means we have a difference of approximately \$40,755 between where we expected to be at this time and where we actually are. For the most part, all extra expenses reflect bills paid in June that were budgeted originally for July and the re-issuing of a grant check from 2006.

Bottom line: Based on these figures, the Finance Committee has two recommendations for amending the annual budget or revising operating plans for the year. These recommendations are included in the Finance Committee Minutes from July 12, 2007.

STATEMENT OF NET ASSETS (ITEM A)

At this time, we have assets of approximately \$613,055. This is about \$249,503 more than we had in 2006. The increase in assets is directly due to the fact that we received a bequest from the Estate of Phillip Schleimer in 2006. We received additional \$28,759 from the Estate in April, 2007 which increased our net assets.

STATEMENT OF NET ACTIVITIES (ITEM B)

Revenue:

Revenue is about \$42,470 higher than budgeted: \$259,988 actual vs. \$217,518 in the budget.

Gifts and Pledges: \$27,153 higher than budgeted

- *Internal mailing* contributions are approximately \$27,142 more than budgeted. Income from the pledge program is higher; revenue from the *Newsletter* and appeals to current donors is lower.
- *Prospect mailing* contributions are \$13,961 more than budgeted. This is probably because of the timing of the mailing and a strong set of returns.
- *Special Contributions* are \$18,859 higher than budgeted. Employer matching grants contributions were lower than expected. Unsolicited contributions were significantly higher than expected at this point in time. A \$10,000 grant from the Bardon-Cole Foundation was expected in July but has not yet arrived.
- *Special Events* income is \$7,809 less than budgeted. This is due to later-than-anticipated contributions from individual donors in honor of the 40th anniversary.

Investment Income: \$13,564 higher than budgeted

- *Interest and dividends* are \$4,825 higher than budgeted.
- *Realized gains or losses* on the sale of investments are \$392 more than budgeted.
- *Unrealized gains or losses* on investments are \$8,347 more than budgeted.

Expenses:

Expenses are about \$8,177 higher than budgeted: \$249,711 actual vs. \$241,533 in the budget.

Fundraising expenses: \$1,714 less than budgeted

- *Internal mailing* costs are about \$2,107 above the budgeted amount.
- *Prospect mailing* costs are \$2,852 less than budgeted. The decrease in prospect mailing costs reflects savings on printing costs and list rentals.
- *Other fundraising* costs are about \$326 less than budgeted.

Program expenses: \$4,346 higher than budgeted

- *Grants program* expenses are \$2,858 more than budgeted. General support grants are below budget by \$8,200. This is offset by four multi-year grants (\$12,000) that were awarded earlier than expected and \$942 in awards that have not been made to NWTRCC.
- *Newsletter* costs are \$2,358 more than budgeted. This reflects the timing of bills received for printing costs.
- *Web site* expenses are \$501 less than budgeted.

Administrative Expenses: \$1,561 less than budgeted

- *General and administrative* expenses are \$419 less than budgeted. This reflects the timing of accounting fees, rent payments, the donor database subscription, and property insurance increases.
- *Personnel and health insurance* expenses are \$493 less than budgeted. This primarily reflects the timing of pay periods.
- *Board* expenses are \$649 less than budgeted.

B

RESIST, Inc.
Statement of Activities
For the Period Ended June 30, 2007

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>+/- BUDGET</u>	<u>ANNUAL BUDGET</u>	<u>YEAR END FORECAST</u>
SUPPORT AND REVENUES					
Gifts and Pledges					
Internal Mailings	\$134,322	\$132,180	\$2,142	\$378,000	\$378,000
Prospecting Mailings	\$23,461	\$9,500	\$13,961	\$32,000	\$45,000
Special Contributions	\$72,659	\$53,800	\$18,859	\$147,700	\$150,000
Special Events Income	\$7,691	\$15,500	(\$7,809)	\$77,000	\$50,000
Total Gifts and Pledges	<u>\$238,133</u>	<u>\$210,980</u>	<u>\$27,153</u>	<u>\$634,700</u>	<u>\$623,000</u>
Investment Income					
Interest and Dividend Income	\$8,002	\$3,577	\$4,425	\$9,175	\$18,058
Realized and Unrealized Gain/(Loss)	\$10,984	\$2,245	\$8,739	\$5,800	\$29,186
Total Investment Income	<u>\$18,986</u>	<u>\$5,822</u>	<u>\$13,164</u>	<u>\$14,975</u>	<u>\$47,244</u>
Other Support and Revenue	\$2,869	\$716	\$2,153	\$5,475	\$21,938
TOTAL SUPPORT AND REVENUES	<u>\$259,988</u>	<u>\$217,518</u>	<u>\$42,470</u>	<u>\$655,150</u>	<u>\$692,182</u>
FUNCTIONAL EXPENSES					
Fundraising Costs					
Internal Mailings	\$12,409	\$10,302	\$2,107	\$20,800	\$25,054
Prospecting Mailings	\$22,648	\$25,500	(\$2,852)	\$51,500	\$45,740
Other Fundraising	\$6,679	\$7,005	(\$326)	\$37,150	\$35,421
Total Fundraising Costs	<u>\$41,736</u>	<u>\$42,807</u>	<u>(\$1,071)</u>	<u>\$109,450</u>	<u>\$106,215</u>
Program Services					
Grant Awards	\$121,298	\$118,440	\$2,858	\$239,500	\$245,279
Grant Program	\$1,306	\$1,675	(\$369)	\$3,950	\$3,080
Newsletter Costs	\$18,309	\$15,951	\$2,358	\$31,900	\$36,616
Website and Internet	\$549	\$1,050	(\$501)	\$2,100	\$1,098
Total Program Services	<u>\$141,462</u>	<u>\$137,116</u>	<u>\$4,346</u>	<u>\$277,450</u>	<u>\$286,073</u>
Administrative Costs					
Personnel	\$96,101	\$96,594	(\$493)	\$194,387	\$193,395
General and Administrative	\$40,171	\$40,590	(\$419)	\$76,550	\$75,762
Board Expenses	\$721	\$1,370	(\$649)	\$2,750	\$1,447
Total Administrative Costs	<u>\$136,993</u>	<u>\$138,554</u>	<u>(\$1,561)</u>	<u>\$273,687</u>	<u>\$270,604</u>
TOTAL FUNCTIONAL EXPENSES	<u>\$320,191</u>	<u>\$318,477</u>	<u>\$1,714</u>	<u>\$660,587</u>	<u>\$662,892</u>
CHANGE IN NET ASSETS	<u>(\$60,203)</u>	<u>(\$100,959)</u>	<u>\$40,756</u>	<u>(\$5,437)</u>	<u>\$29,290</u>
EXTRAORDINARY DONATIONS	<u>\$28,759</u>	<u>\$28,000</u>	<u>\$759</u>	<u>\$28,000</u>	<u>\$28,759</u>
TOTAL INCREASE (DECREASE) IN NET ASSETS	<u><u>(\$31,444)</u></u>	<u><u>(\$72,959)</u></u>	<u><u>\$41,515</u></u>	<u><u>\$22,563</u></u>	<u><u>\$58,049</u></u>
NET ASSETS, BEGINNING OF YEAR	<u>\$555,001</u>			<u>\$555,001</u>	<u>\$555,001</u>
NET ASSETS, END OF YEAR	<u><u>\$523,557</u></u>			<u><u>\$577,564</u></u>	<u><u>\$613,050</u></u>

RESIST, Inc.
Statement of Cash Flows
For the Period Ended June 30, 2007

YTD AT
June 30, 2007

Cash Flows from Operating Activities:

Change in Net Assets (\$31,445)

Adjustments to Reconcile the Above to Net Cash

Provided (Used) by Operating Activities:

Investment Income (\$8,002)

Realized and Unrealized (Gains) and Losses on Investments (\$10,984)

Depreciation Expense \$0

Changes in Assets & Liabilities: \$0

Grants Receivable \$0

Prepaid Expenses, Inventory and Other Current Assets \$9,685

Grants Payable (\$2,000)

Accounts Payable and Accrued Expenses (\$10,317)

Accrued Payroll and Related Costs (\$841)

Net Cash Provided (Used) By Operating Activities **(\$53,904)**

Cash Flows from Investing Activities

Purchases of Property and Equipment \$0

Net (Purchase) Sale of Investments (\$40,803)

Net Cash Provided (Used) By Investing Activities **(\$40,803)**

Net Increase (Decrease) in Cash and Equivalents **(\$94,707)**

Cash and Equivalents, Beginning of Period **\$137,735**

Cash and Equivalents, End of Period **\$43,028**

RESIST, Inc.
Statement of Net Assets
June 30, 2007 and 2006

A

	2007	2006
ASSETS		
CURRENT ASSETS:		
Cash	43,028	(21,010)
Investments	536,811	367,755
Grants Receivable, Current	10,000	0
Prepaid Expenses, Inventory and Other Current Assets	6,834	8,013
Total Current Assets	596,673	354,758
Property and Equipment, Net	4,152	6,564
OTHER ASSETS		
Grants Receivable, Long-Term	10,000	0
Deposits	2,230	2,230
Total Other Assets	12,230	2,230
Total Assets	613,055	363,552
LIABILITIES AND NET ASSETS		
LIABILITIES		
Grants Payable	81,000	48,000
Accounts Payable and Accrued Expenses	(432)	2,169
Accrued Payroll and Related Costs	8,932	16,094
Total Liabilities	89,500	66,263
NET ASSETS		
Net Assets, Beginning of Year	555,001	221,640
Change in Net Assets	(31,446)	75,649
Net Assets, End of Year	523,555	297,289
TOTAL LIABILITIES AND NET ASSETS	613,055	363,552

RESIST Finance Narrative

Introduction

Board members have a “fiduciary duty” to protect the assets of RESIST. To satisfy this responsibility, Board members must review and understand RESIST’s financial statements.

The RESIST Board meets this obligation, in several ways:

- The Finance Committee reviews detailed financial reports at each meeting. These meetings occur approximately every two months.
- At each Board meeting, the full Board reviews simplified financial reports, based on the data that has already been reviewed in detail by the Finance Committee.
- Each year, the full Board reviews and comments on a draft annual budget prepared by RESIST staff and the Finance Committee. At a subsequent meeting, the full Board must approve the annual budget.
- As needed, the Finance Committee drafts revisions of the annual budget. These are submitted to the full Board for a vote.

At each Board meeting, the full Board reviews the Statement of Net Assets and the Statement of Net Activities.

STATEMENT OF NET ASSETS

RESIST’s assets are comprised of the holdings in bank and stock accounts, any bills paid ahead of time, the value of the “stuff” that RESIST owns, and any security deposits RESIST holds for our sub-tenants, less any “liabilities” such as grants committed but not yet disbursed.

A **Statement of Net Assets** is a report that provides a financial snapshot of RESIST as of a specific date. The report shows how much RESIST is worth (equity) by subtracting all the money RESIST owes (liabilities) from everything we own (assets). The total includes RESIST’s net income for the fiscal year to date.

The **Statement of Net Assets** gives Board members the information they need to determine whether RESIST has enough assets to continue operating smoothly and responsibly and how much RESIST owes (for example, to vendors, and for payroll and tax liabilities). The report compares the current year with the same period in the prior year.

One asset is about \$400,000 received from the Estate of Phillip Schleimer. This has been invested. In 2006, the Board voted on how RESIST can use this bequest:

- Resist can use income generated by investing the bequest for general operating expenses. In other words, this income can be used as “ordinary” income in annual budgeting for grants, staff salaries, etc.
- Resist can only use the bequest principal to develop long-term and sustainable programs (e.g. a major donor program). If RESIST uses principal for these purposes, there is an expectation that the program will generate funds that, within a reasonable period of time, could replenish the bequest principal.

STATEMENT OF NET ACTIVITIES

The **Statement of Net Activities** is also referred to as an income statement. It summarizes RESIST's revenue (or income) and expenses for a set period of time. The report shows subtotals for each income or expense line item in our "chart of accounts." The last line shows RESIST's net income (or loss) for the period covered by the report (for example, a month, a quarter, or a year). Using this document, Board members can tell whether RESIST is operating at a profit or a loss. The report compares income and expenses with the amounts in the annual budget for the same period.

RESIST receives most donations in December and the following January. Therefore, each year, expenses appear to exceed income until near the end of RESIST's fiscal year, December 31. The annual budget takes expected month-by-month variations into account, and it is examined to determine whether income is on track to meet projections.

Revenue

RESIST derives its income from two major sources: gifts and pledges; and investment income.

Gifts and pledges are composed of the income received from:

- "Internal mailings:" This is our name for the pledge program (for example, commitments to send a certain amount each month), business reply envelopes inserted in each *Newsletter*, and mail appeals to current donors
- Prospect mailings: Mailing to solicit new donors
- Special contributions: Employer matching grants, stock gifts, and unsolicited contributions
- Special events: Currently, this category includes donations received in connection with Resist's 40th Anniversary.

Investment Income represents:

- Interest and dividends
- Realized gains (or losses) from selling investments
- Unrealized gains (or losses) on investments that are currently held. These depend on the market conditions.

Expenses

Expenses are divided into three categories:

Fundraising costs: The costs of the internal mailing programs, the prospect mailing program for new donors, and other fundraising costs, including special events.

Program expenses: The costs of the grants program (including grantmaking), the library, postage and printing, the *Newsletter*, and the web site.

Administrative costs: The costs for general and administrative matters, personnel (including salaries and benefits); and the Board (such as travel and food).

RESIST Finance Narrative
January 1, 2007, to May 31, 2007
Accompanies Statement of Net Assets and Statement of Activities

BIG PICTURE

Our *net income* (income less expenses) for January 1, 2007, through My 31, 2007, was a *loss* of about \$22,604. In our annual budget for this time period, we expected to have a net loss of \$61,372.

Income is higher than expected by \$46,946. *Expenses* are approximately \$8,177 more than anticipated. This means we have a difference of approximately \$38,769 between where we expected to be at this time and where we actually are. For the most part, all extra expenses reflect bills paid in May that were budgeted originally for June and the re-issuing of a grant check from 2006.

Bottom line: Based on these figures, the Finance Committee has no recommendations for amending the annual budget or revising operating plans for the year.

STATEMENT OF NET ASSETS (ITEM A)

At this time, we have assets of approximately \$661,226. This is about \$252,131 more than we had in 2006. The increase in assets is directly due to the fact that we received a bequest from the Estate of Phillip Schleimer in almost the same amount. We received additional \$28,759 from the Estate in April which was added to our net assets.

STATEMENT OF NET ACTIVITIES (ITEM B)

Revenue:

Revenue is about \$46,946 higher than budgeted: \$227,107 actual vs. \$180,161 in the budget.

Gifts and Pledges: \$5,215 higher than budgeted

- *Internal mailing* contributions are approximately \$5,934 less than budgeted. Income from the pledge program is higher; revenue from the *Newsletter* and appeals to current donors is lower.
- *Prospect mailing* contributions are \$11,872 more than budgeted. This is probably because of the timing of the mailing and a strong set of returns.
- *Special Contributions* are \$32,827 higher than budgeted. Income from unsolicited and employer matching grants contributions were lower than expected. Stock gifts and unsolicited contributions were significantly higher than expected at this point in time.
- *Special Events* income is \$4,059 less than budgeted. This is due to later-than-anticipated contributions from individual donors in honor of the 40th anniversary.

Investment Income: \$13,094 higher than budgeted

- *Interest and dividends* are \$3,822 higher than budgeted.
- *Realized gains or losses* on the sale of investments are \$666 more than budgeted.
- *Unrealized gains or losses* on investments are \$8,606 more than budgeted.

Expenses:

Expenses are about \$8,177 higher than budgeted: \$249,711 actual vs. \$241,533 in the budget.

Fundraising expenses: \$1,118 less than budgeted

- *Internal mailing* costs are about \$565 above the budgeted amount.
- *Prospect mailing* costs are \$2,852 less than budgeted. The decrease in prospect mailing costs reflects savings on printing costs and list rentals.
- *Other fundraising* costs are about \$1,169 more than budgeted.

Program expenses: \$3,813 higher than budgeted

- *Grants program* expenses are \$3,233 more than budgeted. General support grants are below budget by \$2,600. This is offset by two multi-year grants (\$6,000) that were awarded earlier than expected.
- *Newsletter* costs are \$1,297 more than budgeted. This reflects the timing of bills received for printing costs.
- *Web site* expenses are \$398 less than budgeted.

Administrative Expenses

- *General and administrative* expenses are \$2,143 more than budgeted. This reflects the timing of accounting fees, rent payments, the donor database subscription, and property insurance increases.
- *Personnel and health insurance* expenses are \$4,240 more than budgeted. This primarily reflects the timing of pay periods.
- *Board* expenses are \$129 more than budgeted.

RESIST'S 40TH ANNIVERSARY EVENT COMMITTEE

Minutes from Thursday, June 21, 2007 meeting – 9:30am

Present: Carol Schachet, Yafreisy Mejia, Kitty Cook, Pam Chamberlain By Phone: Nikhil Aziz
E-Mails sent in advance re agenda items from: Kay, Jean, and Cynthia

1- PANELISTS / MODERATOR

There was discussion about who would moderate the event.

Carol will contact Noam and ask him to contact Amy Goodman – giving a date by which we need to know.

Nikhil offered to contact Howard Zinn if necessary; What about grantee on panel?

Potential moderators

Amy Goodman

Katrina Vandenneuval

Katha Pollit

Howard Zinn

Gilda Haas

Guillermo Gomez Pena

Julian Kahn (Asraea)

Potential panelists

Chesa Boudin

Kohei Inohei (PrYSM)

Camilo Mejia

Sameer Bodossani

Michael Guerrero

Tashala Debb (Audre Lorde Project)

PANEL COMMITTEE: Carol and Nikhil

2- EVENT TIMELINE: It was agreed that the timeframe for the event would be contiguous.

Approximate times would be:

6:00 pm – 7:30 pm - Panel Discussion (it was agreed that 1 ½ hours was enough time)

7:30 pm - Hot hors d'oeuvres; cash bar open; silent auction; etc.

8:15pm? - Evening Program – until about 9pm?

3- ELEMENTS OF THE PARTY PROGRAM

- * Founders; signers, etc. read “The Call” – it’s 9 paragraphs – Pam offered to edit so not so long for the reading – and full text would be part of the program.
- * Need MCs who will move things along, preferably knowledgeable about Resist; sense of humor; go with flow; credibility; etc. Carol suggested Nikhil & Pam.
Pam will contact Nikhil - they will find someone if they don’t MC.
- * Other suggestions for program: Rev. Billy and his gospel choir (The Church of Stop Shopping); Billionaires for Bush; Freedom Movement. Would be good to announce something special such as the creation of the “Hell Yes!” grant to honor RESIST founders and fund anti-war activism.
- * Rosenberg event this week was totally scripted so moved along well. Had good program.

PROGRAM COMMITTEE: Carol and Pam

4- ADVERTISING PLAN / SPONSORS

Discussion re Sponsorship levels: create movement/anti-war/visionary titles such as: Agitators; Marchers; Activists; Submersives; Peacemongers; Visionaries; etc. Questions about creating a hierarchy with giving levels.

Sponsor letters to go out by next week. These will be more tailored letters than the Ad Book letter.

Letter will ask for a ‘respond by’ date of July 20th if they want to be listed on the invitation. Later sponsors would still be listed in the program and any slide show/interactive media at the event. They need to respond by September 10 if they want to be listed in the Program Book.

Carol will be sending out about 100 letters. Have 3-5 committed sponsors; Carol hoping for about 20 sponsors.

5- PRESS OUTREACH

There is not a plan in place at this point. Pam will contact Abby Scher to see if she would work on this.

A Resist intern could maybe assist Abby. If we don't already have an intern interested in press work, then would need to advertise w/Idealist or elsewhere – after lead person is identified.

- 6- **AUCTION UPDATE:** The Auction Committee is meeting later today and they will have more specific updates then. Some board members and others have agreed to solicit various auction donations: Yafreisy is putting together a Donation Solicitation Letter & Auction Reply Form for board/staff/and other volunteers to use in obtaining items. As soon as at least 10 Reply Forms are back (hopefully with photos) Yafreisy will start to post the items on www.cmarket.com. The 'Coming Soon' page will be up shortly!
The letters will go out early next week, requesting that the Reply Form be returned by August 10.
There is no live auction planned at this time unless there are several 'big ticket' items.
Agreed not to auction Kate Clinton tickets for performance that is October 13, 2007, and ask for summer 2008.

Notes from meeting with Pam Chamberlain
July 3, 2007

Program:

Moderator: Still waiting to hear from Amy Goodman (or her people). Nikhil has sent a couple follow-ups as well. If we don't hear anything by Thursday, then we move on. Next choice: Katha Pollit.

Panel: Pam will contact the folks at Rosenberg Fund for Children to get Camilo Mejia's phone number. He has not responded yet to e-mails from Carol and Nikhil. If he cannot be on the panel, next choice is Kohei at PrYSM, then Mariama from Project Hip Hop.

Elements of the Program/Evening:

- Name Tags – have folks fill out their own. Provide stickers (maybe of the four hands on the 40th logo) that they can add that would signify their relationship with RESIST (e.g. founder, grantee, board, staff). Also can give post-its for Time Line (below).
- Time Line – have long strip of butcher block paper around a wall of the venue that spans 1967-2007. Include key historic moments for RESIST (or in general) such as the Boston Five trial, Arlington Street Church sanctuary press conference, Farm Workers, various solidarity dates, etc. Perhaps include letters from grant recipients for each decade. Ask folks to take a marker and/or post-it note to write their involvement on the sheet.
- Silent Auction – need to have clip boards and items around the room as well. Clear deadline time for bidding. Questions: Do folks pay for items that evening? Pick up items that evening? Will we have our credit card machine there?
- Entertainment: Possibilities –
 - Rev. Billy and the Church of No Shopping (He's at Porter Sq in July)
 - Freedom Movement (Pam will contact them)
 - Billionaires for Bush (Carol will contact them)
 - Singer? Charlie King? Fred Small? Jane Sapp? David Rovics?
- Slide Show – currently being worked on by Kitty and an intern
- Recognition of key players – early folks, grantees, former board and staff, donors by decade?
- Announcements – sponsors, money raised by auction, “Hell YES!” grant

Possible line-up/Program

5 min	Welcome
10 min	Call To Resist
10 min	Slide show
10 min	Recognition of folks
5 min	Entertainment #1
5 min	Announcements
5 min	Entertainment #2

EXECUTIVE COMMITTEE MINUTES, JULY 16, 2007

Present: Becca, Yafreisy, Sophia, Marc

FINANCE COMMITTEE

2 proposals to bring to board meeting. See committee notes.

Rye Collaborative is asking foundations to put funds into credit unions serving New Orleans. Carol is sending proposal for Resist to invest \$20,000 to Finance Committee members to consider by email for making proposal to board. Resist would make less money this way than with our usual investments, but only slightly.

FUNDRAISING COMMITTEE

No proposals for board meeting. See committee minutes.

E-fundraising: Part of staffing comm. task is to think about this as part of the possible mix of skills and/or strategies for new staffer(s)

40TH ANNIVERSARY COMMITTEE

See committee minutes.

Carol and the committee are working with Abby Scher on a media outreach plan. Abby has prepared a task list with deadlines.

We recommend Kitty come to the August board meeting to follow up with board members on tasks. All board members are behind on providing auction items.

Auction: will be at www.resistauction.cmarket.com

The deadline for everything regarding the 40th approaches. This is the last real board meeting before the auction.

BOARD DEVELOPMENT

Has not met yet.

Plans to do introductions for Jim and Carol. Since neither has attended a full board meeting yet, there is a question for committee to consider: How can we do more to see that new board members get integrated and stay on board? Jim is serving on Finance Committee. Sophia will check with Carol on what committee she might like to be on (such as grants).

STAFFING COMMITTEE

Will likely meet this week.

Will continue to refine job descriptions and staff structure.

Staffing committee needs to propose final drafts to board at August meeting, because hiring has to start ASAP.

Executive Committee wasn't sure if staffing committee has the task of setting up a hiring process once the job descriptions are done, so the EC drafted a process:

- * Form hiring committee at August board meeting: At least 1 staff member, 1 non-staff board member, and 2 non-board members. We will ask Pam and Renae about reprising their roles on hiring committee
- * Current staff immediately advertises job, based on job descriptions approved at board meeting
- * Applications due Sept. 21
- * Hiring committee meets week of Sept. 23:
- * Week of Sept. 23- Oct. 14: Committee selects candidates to interview, conducts interviews, checks references, prepares recommendation for hiring to the board
- * October 16: Board meets (with option for participation by phone) to select person or people to hire.
- * October 17: Job(s) offered (and hopefully accepted)
- * Before Nov. 17: New staff come on board, before Carol's departure.

GRANTS COMMITTEE

Has finished weeding for August cycle. 21 grants to consider

Will meet later on in July and may have more proposals for board to consider.

Grants is preparing the political discussion for the August meeting.

EXECUTIVE COMMITTEE

Heeding people's opinions at the last board meeting, we will start the next board meeting earlier, at 9:30, and then end earlier.

NEXT EC MEETING: September 25, 9:30 am.

RESIST Finance Narrative

January 1, 2007, to June 30, 2007

Accompanies Statement of Net Assets and Statement of Activities

BIG PICTURE

Our *net income* (income less expenses) for January 1, 2007, through June 30, 2007, was a *loss* of about \$31,444. In our annual budget for this time period, we expected to have a net loss of \$72,959.

Income is higher than expected by \$42,470. *Expenses* are approximately \$1,715 more than anticipated. This means we have a difference of approximately \$40,755 between where we expected to be at this time and where we actually are. For the most part, all extra expenses reflect bills paid in June that were budgeted originally for July and the re-issuing of a grant check from 2006.

Bottom line: Based on these figures, the Finance Committee has two recommendations for amending the annual budget or revising operating plans for the year. These recommendations are included in the Finance Committee Minutes from July 12, 2007.

STATEMENT OF NET ASSETS (ITEM A)

At this time, we have assets of approximately \$613,055. This is about \$249,503 more than we had in 2006. The increase in assets is directly due to the fact that we received a bequest from the Estate of Phillip Schleimer in 2006. We received additional \$28,759 from the Estate in April, 2007 which increased our net assets.

STATEMENT OF NET ACTIVITIES (ITEM B)

Revenue:

Revenue is about \$42,470 higher than budgeted: \$259,988 actual vs. \$217,518 in the budget.

Gifts and Pledges: \$27,153 higher than budgeted

- *Internal mailing* contributions are approximately \$27,142 more than budgeted. Income from the pledge program is higher; revenue from the *Newsletter* and appeals to current donors is lower.
- *Prospect mailing* contributions are \$13,961 more than budgeted. This is probably because of the timing of the mailing and a strong set of returns.
- *Special Contributions* are \$18,859 higher than budgeted. Employer matching grants contributions were lower than expected. Unsolicited contributions were significantly higher than expected at this point in time. A \$10,000 grant from the Bardon-Cole Foundation was expected in July but has not yet arrived.
- *Special Events* income is \$7,809 less than budgeted. This is due to later-than-anticipated contributions from individual donors in honor of the 40th anniversary.

Investment Income: \$13,564 higher than budgeted

- *Interest and dividends* are \$4,825 higher than budgeted.
- *Realized gains or losses* on the sale of investments are \$392 more than budgeted.
- *Unrealized gains or losses* on investments are \$8,347 more than budgeted.

Expenses:

Expenses are about \$8,177 higher than budgeted: \$249,711 actual vs. \$241,533 in the budget.

Fundraising expenses: \$1,714 less than budgeted

- *Internal mailing* costs are about \$2,107 above the budgeted amount.
- *Prospect mailing* costs are \$2,852 less than budgeted. The decrease in prospect mailing costs reflects savings on printing costs and list rentals.
- *Other fundraising* costs are about \$326 less than budgeted.

Program expenses: \$4,346 higher than budgeted

- *Grants program* expenses are \$2,858 more than budgeted. General support grants are below budget by \$8,200. This is offset by four multi-year grants (\$12,000) that were awarded earlier than expected and \$942 in awards that have not been made to NWTRCC.
- *Newsletter* costs are \$2,358 more than budgeted. This reflects the timing of bills received for printing costs.
- *Web site* expenses are \$501 less than budgeted.

Administrative Expenses: \$1,561 less than budgeted

- *General and administrative* expenses are \$419 less than budgeted. This reflects the timing of accounting fees, rent payments, the donor database subscription, and property insurance increases.
- *Personnel and health insurance* expenses are \$493 less than budgeted. This primarily reflects the timing of pay periods.
- *Board* expenses are \$649 less than budgeted.

B

RESIST, Inc.
Statement of Activities
For the Period Ended June 30, 2007

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>+/- BUDGET</u>	<u>ANNUAL BUDGET</u>	<u>YEAR END FORECAST</u>
SUPPORT AND REVENUES					
Gifts and Pledges					
Internal Mailings	\$134,322	\$132,180	\$2,142	\$378,000	\$378,000
Prospecting Mailings	\$23,461	\$9,500	\$13,961	\$32,000	\$45,000
Special Contributions	\$72,659	\$53,800	\$18,859	\$147,700	\$150,000
Special Events Income	\$7,691	\$15,500	(\$7,809)	\$77,000	\$50,000
Total Gifts and Pledges	<u>\$238,133</u>	<u>\$210,980</u>	<u>\$27,153</u>	<u>\$634,700</u>	<u>\$623,000</u>
Investment Income					
Interest and Dividend Income	\$8,002	\$3,577	\$4,425	\$9,175	\$18,058
Realized and Unrealized Gain/(Loss)	\$10,984	\$2,245	\$8,739	\$5,800	\$29,186
Total Investment Income	<u>\$18,986</u>	<u>\$5,822</u>	<u>\$13,164</u>	<u>\$14,975</u>	<u>\$47,244</u>
Other Support and Revenue	\$2,869	\$716	\$2,153	\$5,475	\$21,938
TOTAL SUPPORT AND REVENUES	<u>\$259,988</u>	<u>\$217,518</u>	<u>\$42,470</u>	<u>\$655,150</u>	<u>\$692,182</u>
FUNCTIONAL EXPENSES					
Fundraising Costs					
Internal Mailings	\$12,409	\$10,302	\$2,107	\$20,800	\$25,054
Prospecting Mailings	\$22,648	\$25,500	(\$2,852)	\$51,500	\$45,740
Other Fundraising	\$6,679	\$7,005	(\$326)	\$37,150	\$35,421
Total Fundraising Costs	<u>\$41,736</u>	<u>\$42,807</u>	<u>(\$1,071)</u>	<u>\$109,450</u>	<u>\$106,215</u>
Program Services					
Grant Awards	\$121,298	\$118,440	\$2,858	\$239,500	\$245,279
Grant Program	\$1,306	\$1,675	(\$369)	\$3,950	\$3,080
Newsletter Costs	\$18,309	\$15,951	\$2,358	\$31,900	\$36,616
Website and Internet	\$549	\$1,050	(\$501)	\$2,100	\$1,098
Total Program Services	<u>\$141,462</u>	<u>\$137,116</u>	<u>\$4,346</u>	<u>\$277,450</u>	<u>\$286,073</u>
Administrative Costs					
Personnel	\$96,101	\$96,594	(\$493)	\$194,387	\$193,395
General and Administrative	\$40,171	\$40,590	(\$419)	\$76,550	\$75,762
Board Expenses	\$721	\$1,370	(\$649)	\$2,750	\$1,447
Total Administrative Costs	<u>\$136,993</u>	<u>\$138,554</u>	<u>(\$1,561)</u>	<u>\$273,687</u>	<u>\$270,604</u>
TOTAL FUNCTIONAL EXPENSES	<u>\$320,191</u>	<u>\$318,477</u>	<u>\$1,714</u>	<u>\$660,587</u>	<u>\$662,892</u>
CHANGE IN NET ASSETS	(\$60,203)	(\$100,959)	\$40,756	(\$5,437)	\$29,290
EXTRAORDINARY DONATIONS	<u>\$28,759</u>	<u>\$28,000</u>	<u>\$759</u>	<u>\$28,000</u>	<u>\$28,759</u>
TOTAL INCREASE (DECREASE) IN NET ASSETS	<u>(\$31,444)</u>	<u>(\$72,959)</u>	<u>\$41,515</u>	<u>\$22,563</u>	<u>\$58,049</u>
NET ASSETS, BEGINNING OF YEAR	<u>\$555,001</u>			<u>\$555,001</u>	<u>\$555,001</u>
NET ASSETS, END OF YEAR	<u><u>\$523,557</u></u>			<u><u>\$577,564</u></u>	<u><u>\$613,050</u></u>

RESIST, Inc.
Statement of Cash Flows
For the Period Ended June 30, 2007

YTD AT
June 30, 2007

Cash Flows from Operating Activities:

Change in Net Assets	(\$31,445)
Adjustments to Reconcile the Above to Net Cash	
Provided (Used) by Operating Activities:	
Investment Income	(\$8,002)
Realized and Unrealized (Gains) and Losses on Investments	(\$10,984)
Depreciation Expense	\$0
Changes in Assets & Liabilities:	\$0
Grants Receivable	\$0
Prepaid Expenses, Inventory and Other Current Assets	\$9,685
Grants Payable	(\$2,000)
Accounts Payable and Accrued Expenses	(\$10,317)
Accrued Payroll and Related Costs	(\$841)
Net Cash Provided (Used) By Operating Activities	<u>(\$53,904)</u>

Cash Flows from Investing Activities

Purchases of Property and Equipment	\$0
Net (Purchase) Sale of Investments	(\$40,803)
Net Cash Provided (Used) By Investing Activities	<u>(\$40,803)</u>

Net Increase (Decrease) in Cash and Equivalents **(\$94,707)**

Cash and Equivalents, Beginning of Period **\$137,735**

Cash and Equivalents, End of Period **\$43,028**

RESIST, Inc.
Statement of Net Assets
June 30, 2007 and 2006

A

	2007	2006
ASSETS		
CURRENT ASSETS:		
Cash	43,028	(21,010)
Investments	536,811	367,755
Grants Receivable, Current	10,000	0
Prepaid Expenses, Inventory and Other Current Assets	6,834	8,013
Total Current Assets	596,673	354,758
Property and Equipment, Net	4,152	6,564
OTHER ASSETS		
Grants Receivable, Long-Term	10,000	0
Deposits	2,230	2,230
Total Other Assets	12,230	2,230
Total Assets	613,055	363,552
LIABILITIES AND NET ASSETS		
LIABILITIES		
Grants Payable	81,000	48,000
Accounts Payable and Accrued Expenses	(432)	2,169
Accrued Payroll and Related Costs	8,932	16,094
Total Liabilities	89,500	66,263
NET ASSETS		
Net Assets, Beginning of Year	555,001	221,640
Change in Net Assets	(31,446)	75,649
Net Assets, End of Year	523,555	297,289
TOTAL LIABILITIES AND NET ASSETS	613,055	363,552

Finance Committee Minutes
7.12.07

Present: Jim O'Brien, Becca Howes-Mischel, Robin Carton, Marc Miller, Yafreisy Mejia (minutes)

1. Financial statements:

We are in good shape, and the numbers seem to be carrying the same trend into June. See financial statements and narrative.

The Finance Committee has two proposals to bring to the Board:

- A. *Proposal:* The Finance Committee recommends increasing the prospect mailing budget by \$25,000 in order to do a second mailing in the fall. The Finance Committee recommends using monies from the Schleimer bequest investment interest and principal to cover the increase.
- B. *Proposal:* The Finance Committee recommends that RESIST give an additional \$400 to each grantee for FY 2007 in celebration of the 40th anniversary. This increase will be announced at the event and would be a budget increase of approximately \$48,000 in the Grants line item.

The Committee also reminds Board members that we have been under-spending our grant-giving budget for the year. The Committee suggests that the Board give out the maximum budgeted amount for the remaining 3 cycles of the year.

2. Charitable regulations:

RESIST is required to register as a charity in every state and then file annually in a majority of states. Under new requirements, this needs to be completed by the end of 2007. Summer interns have been working on the registration process. We'll probably end up spending about \$500 in registration fees and additional funds to file annually.

3. Better Business Bureau

RESIST was certified by the local Wise Giving Alliance of the Better Business Bureau – but as a national foundation must be certified by the national BBB. We will maintain the seal of approval from the local BBB until the national one is in place.

4. 40th Anniversary

We just received a sponsorship from Trillium Asset Management. Carol does not anticipate significant monies coming in until September.

Kitty, our event coordinator, has already used more than half of the consultant line item in the budget, so Carol will submit new numbers to the Finance Committee.

5. 3-5 year Financial Plan

Robin will ask Meredith if she can help RESIST design a financial plan for the next 3 years at least. Also, the 2008 budget should include rough projections for '09 and '10.

Meeting Adjourned

RESIST, Inc.
Prospect Mailing Cost Budget
FY07

	Jan - May 07	YTD Budget	+/- Budget	FY07 Budget	% FY07
Income					
Prospect Revenue	20,472.14	8,600.00	11,872.14	32,000.00	64%
Expense					
Printing	5,692.00	8,000.00	(2,308.00)	16,000.00	36%
Postage	7,925.00	7,750.00	175.00	15,500.00	51%
Mailhouse	3,354.00	2,750.00	604.00	5,500.00	61%
Consultants	3,650.00	3,750.00	(100.00)	7,500.00	49%
Photos and graphics	75.00	250.00	(175.00)	500.00	15%
List rentals	1,952.00	3,000.00	(1,048.00)	6,500.00	30%
Total Prospecting Mailing Costs	22,648.00	25,500.00	(2,852.00)	51,500.00	44%
Prospecting Budget Proposal			INCREASE	FY07 Budget	NEW FY07
Printing			8,000.00	16,000.00	24,000
Postage			7,750.00	15,500.00	23,250
Mailhouse			2,750.00	5,500.00	8,250
Consultants			3,750.00	7,500.00	11,250
Photos and graphics			250.00	500.00	750
List rentals			3,000.00	6,500.00	9,500
Total Prospecting Mailing Costs			25,500.00	51,500.00	77,000

Staffing Committee Minutes
July 27, 2007

Present: Carmen, Carol, Robin, Yafreisy

Review Job Descriptions:

1. Overall Comments:

Final Paragraph re: the type of candidate we seek.

What does it mean to simply say: Equal Opportunity Employer. . . seems quite passive, and doesn't reflect RESIST's progressive politics, what the Board is really looking for. That is the minimum standard.

PROPOSAL: We will have two or three possible paragraphs to present at the Board meeting. One will be the minimal EEOC-type language, and the others representing more progressive language.

Carmen will look on Idealist.org for samples of language.

2. Consistency

Each of the job descriptions should include the following:

- * An introductory paragraph describing Resist Inc
- * A paragraph describing the particular position
- * A list of primary responsibilities
- * A list of secondary/ "in conjunction with other staff" responsibilities
- * Qualifications/skills
- * A statement of process, ideal candidates/EEOC/whatever, and compensation

3. Move the advertising responsibilities to the Communications Director.

4. Make sure Development Director primary responsibilities clearly indicate that person will do data entry, not just manage data entry.

5. Process:

Robin will revise the job descriptions based on the above and send them to folks today.

Staffing Committee Minutes
July 27, 2007

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Staffing Meeting Conference Calls
July 18, 2007

Yafreisy, Robin, Carol and Carmen in attendance.

Agenda Items

1. Job Descriptions for August Board Meeting based on 3.5 FTE staff configuration approved by board at the last meeting.
2. Distribution of tasks between Robin and Yafreisy (aka Persons 3 and 4 in the spreadsheet)

The board at the last meeting approved a 3.5 person staffing configuration with tweaking to be done around the distribution of tasks.

Robin and Yafreisy are drafting more detailed job descriptions of their current positions. The committee had a fairly extensive discussion regarding the difference between a job description written out in prose and the current list of bulleted tasks. We agreed that the board was looking for the former.

Robin and Yafreisy's job descriptions will be based on what will be moving out of their current columns and into the new staff responsibilities. For instance, communications and developing tasks will move away from Robin and be divided between the two new staff people. As the person in charge of grants, Robin will continue to play a support role in communications.

Yafreisy was very clear that she did not want to be responsible for designing new fundraising strategies, but would be happy to continue playing a support role with the pledge program as she currently does.

The committee did not review the budget associated with the 3.5 person plan, but understand that it is the task of the finance committee and the board to discuss the details of implementation. (The budget for the 3.5 person plan relies upon allocating some funding from the Schleimer Estate for supporting the costs of new staffing with the understanding that the money is to be repaid over the course of the next 3-5 years).

Yafreisy reviewed the proposal from the Executive Committee regarding a timeline and hiring process for the new positions. We their plan and timeline look just dandy. This committee will dissolve and the Hiring Committee will kick in after we finalize a proposal for job descriptions and configuration.

Staff Meeting Minutes

6-27-2007

1. Check-In

Yafreisy: thinking about putting an offer on a house in Everett, making decisions about Isaac's day care for next year, having to make "grown-up" decisions.

Robin: vacation rest already worn off, needs to cart kids back and forth the camps

Carol: feeling anxious and not sleeping too well, wants to get articles for Newsletter completed, pleased that Malika will add another day in the office to take on pieces of anniversary work.

2. Finances

Robin reports that we are ahead of budget YTD about \$30K and ahead of where we were last year at this time. Still have more June \$\$ to process. In part due to anniversary giving, a gift from Phil's estate. Also should expect about \$30,000 from the Morrison estate in the next few months.

Robin will follow-up with the Better Business Bureau re: our listing. Still only in state. We need to review budget and potentially make reallocations based on new numbers before the August Board meeting. Also need to review expenses on 40th Anniversary consultant line (we are over 50% of the amount set aside for consultant already). Yafreisy and Robin will pull together proposal for reallocation of funds toward consultant line.

3. Interns

The office is bustling! Yafreisy did an outstanding job recruiting interns for the summer. The energy and labor is great but chaotic. Need to shift days so that it's not so crowded on Tuesdays and Thursdays.

Proposal for times and projects:

Malika:	Tues, Thurs and if possible Monday	(40 th , registration project)
Janice:	Tues, Thursday	(Grants entry, registration project)
Laura:	Monday and Thursday	(Photo show, data entry)
Andre:	Monday and Wednesday	(store room, registration project)

Yafreisy will review deadlines for fall interns and place another ad at Idealist.

4. Event

Auction: Kitty is overseeing delegation more. Robin will write up items for CMarket. Yafreisy will remind folks of their solicitation responsibilities and delegate more as well.

5. Grants

Have 35 in this cycle, 4 multi-year renewals

Need to get on top of data entry – do at least 3/day.

Emergency Grant awarded to Appalachian Women's Alliance to go to Social Forum.

We are under-spending grants, may need to review budget and make changes. Carol would like to give everybody a \$400 bonus grant if we are underspent at anniversary party—make big announcement of it. Also wants to make a "HELL YES!" tribute grant. Will write proposal for Grants Committee.

6. Vacations

Yafreisy will update the office calendar. She also wants to take off Fridays in August. Robin will be out 2 weeks in August, and Carol is away August 1-August 17.

7. Sponsorships

Funding Exchange requested that RESIST sponsor a forum, but costs \$1,500 to do so. Robin will call them and see if there is a lower amount possible.

Yafreisy will consider filling out a non-profit survey from U of Chicago.

Robin wants to go the Highlander 75th Anniversary – shift travel money from NNG to that. Go for it!

8. Office Equipment

We need another computer for interns. Will look into donations and cheap options.

Staff Meeting
7/23/07
Minutes

40th Anniversary Review

Carol leaves for South Africa next week. There are many items to go over.

1. Space

Still some questions about the size of the space.

Robin will take the lead and call a few other locations:

- Tufts (Dale Bryant, Lynn Wiles)
- Harvard (Wenda)
- Northeastern (Jim Rowan)

Carol will call Bev at MIT regarding the Sunday space and the space where Ken Hale had his memorial service.

2. Invitations

Based upon the Grassroots invitation

Tri-fold with politics on one side and the party on the other.

Carol will tweak the text in the politics section

Karen Shea will do the design- but once the initial design is complete it is fairly expensive to make changes. Karen will do a bunch of the work while Carol is away.

3. Follow Up to Sponsor and Advertising Letters

Malika will take the lead on this.

We need to put together an e-mail reminder schedule.

There is a PDF of all the forms on the web site.

Carol will give Robin and Yafreisy the sponsor list to look over and chat with people.

4. Moderator

Amy Goodman has still not given us a firm commitment. Carol will ask Nikhil to contact Katha Pollitt. Sophia might be a good fallback moderator.

5. Delegation

Staff need to ask the Board to do more.

Delegation roles need to be clarified with Kitty.

Once items to delegate are clear, Robin will contact Board members.

At a minimum Board members should each contact three members of the Advisory Board or key people to make sure they are invited

6. Auction

Items need to be solicited by August 3 and received by August 17th.

Items should be written up as they come in. Perhaps Amelie or Diana might take this task on.

Malika and Yafreisy will contact Board members to check in on how their solicitations are going.

7. Program

History of RESIST

The Call

Current Board and Staff

Panelist Bios

T-shirt Ad

Ways to donate

Grant Program description

A few grants per decade

Profile of multi-year grantees

Pictures

Former Board and Staff?

Robin will contact Karen Kahn about layout.

8. Events

Wall of grantees by decade with pictures. Robin will work with Andri on this.

Paul Lauter might say a few words at the brunch.

Performers need to be firmed up. Ask Jimmy Tingle?