

The Global Organisation for Humanitarian Work Psychology (GOHWP)

Meeting Minutes
29th November 2017

Opening

Call to order at 2:03 PM by Morrie Mullins
Member Introductions

Attendees Present

Mary Hunt
Morrie Mullins
Recia Gomez

Meeting Agenda

The meeting agenda was distributed via email.

Current Business:

Portfolio responsibilities:

Membership – Recia has volunteered to perform membership tasks

Web –Morrie is currently performing website tasks, Recia will assist where necessary

Communications – Morrie has agreed to continue with communications

Organisational Issues – Currently open and needs one or more board members to take ownership

Fundraising – Erik Ziko, Morrie’s student, is assisting with this portfolio, though because Erik is not a formal member of the board, a current board member should take ownership of this. This has not been a portfolio of its own in the past, and is placed within “Organisational issues” for the time being.

Advocacy – Mary O’Neill Berry has agreed to continue with advocacy

**Other members are welcomed to assist where necessary in any of the above portfolios

Goals:

Content Library – continue with the work started by previous board

PowerPoint Presentation – develop a presentation to showcase the work, mission and goals of GOHWP

Brochure – create brochure to showcase the work, mission and goals of GOHWP

Communications – increase engagement with GOHWP members through electronic media and local chapters

Fundraising (a top priority for the board) – Identify fundraising strategies for GOHWP. Explore grant opportunities as a means of fundraising. Prepare GOHWP budget to include website annual cost, brochure costs etc.

SIOP's United Nations team – Explore future working relationship. (Possible point of contact, Drew Mallory)

Non-profit 501(c)3 Organization – Discuss feasibility of becoming a non-profit organization: conduct research requirements and perform analysis. Determine whether this task will become an additional board member portfolio.

Student Issues – explore opportunities for local chapters through student groups/universities

To do items

- Headshots and biographies for each board member to be sent to Morrie
- Obtain excel spreadsheet of current membership information and upload to Google drive 'membership' folder.
- Confirm meeting room for GOHWP Annual Meeting at SIOP 2018 Conference
- Follow-up with Laura/Ashley regarding the management of money in the past

Agenda for Next Meeting

Confirm board portfolios

Set timeline for goals and delegate responsibilities

Adjournment

Adjourned at 2:51 PM

The next monthly meeting will be scheduled for the week of 18th December 2017 via Skype. Recia will prepare a Doodle poll to be sent out within the next week.

Minutes submitted by: Recia Gomez

Approved by: