

World Computer Exchange, Inc.
117th Meeting of the Board of Directors
13 September 2022 11:00 am to 12:30 PM EST
Hull, Massachusetts 02045

***Mission:** To reduce the digital divide for youth in developing countries; to use our global network of partnerships to enhance communities in these countries; and to promote the reuse of electronic equipment and its ultimate disposal in an environmentally responsible manner.*

Future meetings: Noon EST Dec 13, Feb 13, April 11, June 13

Present In Person: Pamela Cooney, Lisa Dale, Suzanne Grant Lewis (Chair), Ayesha Hassan, and Peter Hellmonds. **Absent:** Jeremy Griffiths and Manoj Kumar.

Confirmation of election by email: The Chair confirmed that Pamela Cooney had been elected unanimously by the Board via an email vote as President and Owner of World Computer Exchange. This follows the untimely passing of Timothy Anderson. Pamela therefore participated in the meeting as a Board member.

Minutes: Under a motion made by Ayesha Hassan and seconded by Peter Hellmonds, the Board **VOTED** unanimously to approve the minutes of 8 February 2022 and 25 May 2022. The Board requested that the 25 May minutes be revised to be more formal, with full names of participants, and matching the format of prior Board minutes.

Treasurer's Report: The Treasurer was not available for the meeting and had not had an opportunity to review any financial documents. The proposed Budget for July 2022-June 2023 was received but the Board had not received ahead of the meeting the Profit & Loss Comparison, Balance Sheet, and Cash Flow for the periods ending June 2022 and August 2022. Therefore, the Board agreed that no financial decisions would be taken. In an oral report, the President reported reduced income due to a combination and factors. Tim's illness reduced outreach and fundraising and difficulties with shipping during COVID, including finding shippers, led to decline in income. The Board agreed that the Treasurer will review the missing financial documents and work with the President on the cash flow analysis. For donation reporting purposes, Lisa Dale requires journal entries, a forward-looking cash flow, and an inventory list. It was agreed that before December, a pre-meeting financial call will be held to discuss in detail.

Plan for election of Clerk: The now vacant position of Clerk needs to be filled. The part-time position involved keeping minutes and records. The President has some leads and will also consider a volunteer. Under the By-Laws, the Clerk must reside in Massachusetts. To take on the bookkeeping tasks, the President will explore getting a graduate student from the Boston College School of Management. Previously, Pamela was paid \$2917 per month as Director of Operations which included bookkeeping, with payment depending on the financial health of WCE.

Orders and shipping Update: The year's goal of 1,500 computers shipped, will not be reached because up to half will be recycled or sold as old stock. The draft plan with metrics for FY23 including reducing the inventory of older computers needs reviewing. With Timothy's illness and passing, capacity was reduced leading to reduced activity and a significant backlog of correspondence. A communications intern is expected to help with the In Box backlog. The President will send an update when available, ideally mid-October.

Report on Services: The President reported on different services. **Inspire Girls** continues, mostly in Africa, with a cost of approximately \$1,000, mainly for an internet connection. A program is currently running in Zambia. A video from the Zambia team is posted on the website tribute for Timothy and it includes girls in the Coding Camp. Refurbishing Clubs and Chapters are growing, often as a combination of coding and refurbishing clubs. There are new chapters/clubs in St Louis, Dallas, Westchester, Albany, and Detroit being started by high school students; half are young women. The challenge is to get them laptops.

Pamela reported several changes being made. Desktops are no longer being accepted, only accept laptops, tablets, and smart phones. The plan is to sell all desktops and eventually ship only from Boston where a volunteer team resides.

New partner: The Board **VOTED** to approve [Zanmi Beni](#) (ZB) in Haiti, an organization associated with Partners in Health, as a new partner. They have an immediate plan to utilize 12 laptops with educational content to support 30 children and young adults, including 15 girls, some with disabilities. WCE volunteer Jack O'Donnell can set them up with a Raspberry Pi as a server. The sponsor, Dr. William Caldwell, will provide cash for the shipment and deliver the laptops.

Fundraising: The Board discussed the fundraising situation, noting that the cost of a fundraiser is not included in the budget because Robb Rill's grant was re-assigned to go towards accrued salary for Tim and Pamela. Full accounts will provide more information on whether this was done. However, it was agreed that a fundraiser consultant is needed. Ayesha Hassan and Peter Hellmonds have contacts to suggest but it must first be known what resources are available.

The Board agreed that the fundraising through the end of 2022 should concentrate on the Friends and Family campaign and to be sure to reach out to regular donors. It should start earlier in October with a new appeal that points to the many accomplishments under Timothy's leadership. The Kennedy School cohort gift funded the video from Zambia as a tribute to Timothy. This can be part of the appeal. for Timothy. It was agreed that Pamela will reach out to Linda Funk for assistance and then arrange a call with Ayesha Hassan and Suzanne Grant Lewis. It is hoped that Linda will be the main penholder. Lisa Dale also offered to review a draft.

It was proposed that the WCE History be revisited and updated to mention the Advisory Council and include Jeremy Griffiths as Vice-chair.

Peter Hellmonds suggested that Internships be added to the WCE Volunteers web page if there is capacity to manage more interns.

Candidates for the Board: The Chair informed the Board that Peter Hellmonds will roll off the WCE Board at the end of February 2022, leaving the minimum of Board members. Therefore, the Chair asked Board members to propose names before the December 2022 meeting.

Other Business: The Board asked that the issue of leadership sustainability be discussed in the future. Succession planning will allow Pamela to guide the organization and not do all the work.

Suzanne Grant Lewis
Board Chair
26 September 2022