

**PJSA board member documents in preparation for full
board call July 12, 2017**

1. Meeting Agenda
2. Co-chairs' report
3. Executive Director report
4. Quarterly financials (prepared by ED)

5. Activist liaison report
6. Awards chair report
7. Gender and sexuality liaison report
8. IPRA liaison report
9. Membership chair report
10. Ombudsman and listserv liaison report
11. PACS-Can liaison report
12. Publications chair report
13. Student Awards chair report
14. Grants chair report
15. Mini grants chair report
16. PJSA board member summary list 2016-2017
17. PJSA board member summary list 2017-2018

PJSA QUARTERLY FULL BOARD MEETING

July 12, 2017 at 2:00 PM ET

CALL IN NUMBERS:

Join the call: <https://www.uberconference.com/pjsa2017>

Optional dial in number: 585-632-4722

PIN: 49578

NOTE TO BOARD: PLEASE FORWARD ANY ADDITIONS TO THE AGENDA OR RECOMMENDATIONS FOR ACTION TO THE BOARD CO-CHAIRS PRIOR TO THE QUARTERLY BOARD MEETING.

AGENDA

1. Welcome and Attendance (Roll Call)
2. Procedural Notes as Required (conference call speaking and voting procedures)
3. Approval of the Agenda
4. Approval of the Minutes from the Previous Quarterly Full Board Meeting (11 April 2017) (Jack Payden-Travers)
5. Receipt of the Executive Committee Meeting Minutes: from 12 May 2017 (Jack Payden-Travers)
6. Report from the ED
 - a. Quarterly Financial Report
 - b. PJSA Non-Profit Registration Issues/Status (see E.D. Report)

Action Required:

Re: Transferring the Non-Profit Status/Registration Address from California to Ohio

Motion: That the Peace and Justice Studies Association Non-Profit Registration be moved from California to Ohio. M/S

- c. Location of 2018 Conference

7. Co-Chairs' Report:

Action Required:

- a. ***Annual Old Board to New Board Transition Date (See Co-Chairs' Report)***
 - b. ***Annual Salary Review/Adjustment and Recommendation (See Co-Chairs' Report)***
 - c. ***Reminder for inclusion in AGM for October: By-Laws Addition for AGM (already passed by Full Board in 2016) (See Co-Chairs' Report)***
8. Annual Conference Update (PJSA@UAB 2017) by Conference Planning Committee Members
9. Response to Written Board Portfolio Reports received (questions, comments, etc.):
- a. Nominations and Awards Chair (Randy Janzen)
 - b. Membership Chair (Jinelle Piereder)
 - c. Publications Chair (Michael Minch)
 - d. Gender and Sexuality Liaison (Sheherazade Jafari)
 - e. PACS-Can Liaison (Timothy Donais)
 - f. Ombud and List Serve Liaison (Elham Atashi)

Action Required:

Decision needs to be made on Code of Conduct development (as per Elham's report). (Possible suggestion: small committee to develop proposal and bring to Board and PJSA membership (Elham, Doug Archer, additional person)).

- g. Student Awards Chair (Emily Welty)

Action Required:

Additional volunteer(s) to serve as readers of submitted theses and dissertations and select award winners.

- h. IPRA Liaison (Nurana Rajabova)
- i. Liaison to Activists (Timothy Seidel)
- j. Grant Writing Chair (Michelle Collins-Sibley)
- k. Fundraising Chair (Swasti Bhattacharyya)
- l. Mini-Grant Program Coordinator (Daryn Cambridge)

10. Reports Missing (*listed for reference/minutes*):

- i. Conference Chair (Kevin Higgs)
- ii. Diversity Chair (Elavie Ndura)
- iii. Social Media Chair (Fatima Ahmed)
- iv. Institutional Liaison (Cris Toffolo)
- v. Liaison to K-12 Educators (Joy Meeker)
- vi. Truth-Telling Project (TTP) Liaison (David Ragland)
 - *Please Note: Although David's Term did not expire until 2018, David informed the Co-Chairs on July 8, 2017, that he was stepping off the board, effective immediately.*

11. Other Business

12. Adjournment

Co-Chairs' Quarterly Report

July 2017

Greetings, all!

Like most reports, this one will be relatively brief. There are only a few points to make.

- 1) As indicated previously, a primary responsibility of the co-chairs is to ensure that the board remains well-organized and operating smoothly – and generally overseeing the work of the board. One issue we need to address this year is the transition date between old and new boards. Various opinions and conflicting memories – and likely conflicting past practices – exist. A regularized date would be helpful, as it would allow some timing issues to be clearer and associated activities would be able to be scheduled according to the transitional calendar. We present, therefore, three options:
 - a. July 31/August 1 (outgoing board in charge until July 31; new board takes over August 1)
 - b. August 31/September 1
 - c. First day of October annual conference (floating date according to conference dates)

Currently (for this year), we have been operating according to Schedule "a". It is similar to the dates used last year (no fixed date, but effectively end of July).

Recommendation/Motion: That the PJSA Board agrees to regularize an annual Board transition/handover date whereby the tenure of the outgoing Board ends on July 31 and the new Board takes over on August 1 in each respective year) – and to initiate the process of adding the standardized transition date to the PJSA Board Bylaws. Moved: Laura Finley; Seconded: _____

- 2) As indicated previously, at the Annual Board Meeting in Nelson, BC in September of 2017, the Board unanimously adopted the following addition to the PJSA Bylaws. In order for these Bylaws to be formally adopted by the PJSA, it needs to be submitted to the PJSA membership at the AGM at the annual conference this fall. This will need to be sent out to members in advance of the AGM.

ARTICLE 5: Board of Directors

f) Members are expected to attend every in-person and telephone meeting of the full board. In the event that a member misses two meetings in a calendar year, that member may be asked to step down from his or her position, pending communication with the executive committee of the board.

g) Members are expected to submit quarterly reports to the board co-chairs two weeks prior to a scheduled phone meeting and an annual report to the co-chairs at least three weeks prior to the scheduled in-person meeting. Repeated noncompliance with this expectation may result in termination from the board, pending communication with the executive committee of the board.

- 3) As explained previously, the Board Executive acts as the Personnel Committee of the Board for ongoing management (except for Personnel Search and Hiring processes where a special committee is struck or other circumstances deemed extraordinary and requiring additional Board representation) and brings personnel matters that require full Board approval to the Board. We have only one employee, our Executive Director, Michael Loadenthal, so the task is not onerous, but it is important to keep on top of both just and professional employment standards. This means addressing the employment contract, particularly regarding compensation, on an annual basis.

Whereas:

- a. Standard organizational management practices dictate that contract issues, such as salary increases, are calculated annually and take effect on the anniversary date of the contract.
- b. July 1 is the anniversary date of Michael Loadenthal's tenure as our E.D.
- c. Cost of Living increase for 2017 is most widely projected to be approximately 3.0%.
- d. Calculated on the current salary of \$33,000, that amounts to a Cost of Living Adjustment of \$990.00 – or, rounded more generally to \$1,000.

Therefore:

The PJSa Co-Chairs, on behalf of the PJSa Board Executive Committee, recommend that the PJSa Board adopt the following motion:

MOTION: That the salary of the PJSa Executive Director be increased by an amount of \$1,000 (i.e. from \$33,000 to \$34,000) for the July 1, 2017-June 30, 2018 contract year and that this salary increase be effective July 1, 2017.

Moved: Edmund Pries; Seconded: _____

Edmund Pries and Laura Finley

Co-Chairs, PJSa Board

Lastly, a personal note from Edmund Pries:

As you know, I am stepping off of the Board after six years. It has, however, been a great pleasure to serve – as Conference Chair, as Treasurer and, most recently, as Co-Chair. In my role as Co-Chair, I have enjoyed working in partnership with Cris Toffolo and Laura Finley and with two Executive Directors: Randall Amster and Michael Loadenthal. I have, likewise, appreciated working with all of you and the friendship bonds I have been able to develop with some of you will continue. Nevertheless, I will miss working with you around the table as we search for ways to focus the agenda and augment the impact for Peace and Justice via the PJSa. I am confident, however, that the programming and work of the PJSa will not only continue, but that it will grow. It feels good to see an organization that I care about headed on a trajectory of growth and fueled by creative energy. Our new E.D., Michael L., is an important part of this positive outlook. He has already done much to transform our organizational programming and operations. More of that will become visible in the coming months and years. His energy, insight and creativity are a gift to this organization. So, work closely with him and provide him with the support he needs.

I encourage innovation and creativity for each of you as you seek to develop and expand your portfolios to the benefit of Peace and Justice via the PJSa. The work of the PJSa is vital for our communities; it makes a difference and our impact is greater than our budget and membership numbers might suggest. For me, serving on the PJSa Board has been deeply and richly rewarding. I will remain an active member of the PJSa but, having served for a half dozen years, I am stepping aside and encouraging others to take up the work.

With sincere thanks to you all and wishing you Peace,

Edmund

Executive Director Report, 2nd quarter 2017

(in preparation for EC meeting on 07/12/17), **Prepared by:** Michael Loadenthal

Membership

- I worked with Jinelle and Tim D. to integrate the PACS-Can membership into the PJSA member database. This added ~50 individual members to PJSA's membership count.
- We also witnessed a sharp membership increase as folks renewed memberships to register for the 2017 conference

Current Membership Counts (as of 6/29/17):

- 280 total memberships (**an increase of 104 from this time last year!**)
- Of the 239 non-institutional/individual memberships:
 - 27 are low income
 - 73 are students
- Therefore we only have 139 *revenue generating*, individual members

Finances (as of 6/29/17):

- Completed onboarding of George Sterling, the accountant. George and his team helped to set up PJSA's tax filing, tax payment, and payroll with our preexisting payroll company Intuit. These systems had been functioning incorrectly for several years. This allowed us to pay back taxes, eliminate outdated accounts (e.g. we closed the Maryland accounts related to Randall's employment), and to file essential, yet never filed forms with California to remain in compliance with our non-profit status. For their services, including the large set up, we have agreed to pay Mr. Sterling \$500 per quarter.
- After board approved ED salary increased 04/11/17 with retroactive intent, I changed the monthly salary allocation via our payroll company and paid out the balance payments for January, February, March and April.
- In March, after filling (what we were told was) the delinquent paper work with the Secretary of the State of California, restoring our non-profit status, in June I was contacted by the California Department of Justice informing me that PJSA has *never* filed any required paperwork 2011-2016. In fact, the only *correct* paperwork that was filed was the forms I submitted Spring 2017. I am exploring this with our accountant, and am trying to determine how I can dissolve this status and re-register in Ohio rather than try and recreate financial records from the last 6 years. This will likely result in fines and penalties as well as increased fees from our accountant.
 - **Progress report:** Around 4 July, I received a second letter indicating a second round of unfiled paperwork and related fines dating to 2012. I have since paid these fines. I have spoken directly with the office of the California Secretary of State for Franchise Tax Board and they confirmed on 6 July that after they receive the check I mailed, we are all paid up and that no additional fines will be assessed while the account is on a 3 month hold I was able to initiate. My hope is that before this 90-day period is up,

we can dissolve our status in CA. The accounting team and I have begun the process of dissolving our nonprofit status in California and establishing a new, compliant status in either Ohio or DC. **This will likely require a resolution by the board in order for us to file.**

- **Total financial holdings**

- \$43,576 in Signal
- \$3,931 in Paypal
 - Pending bills: -\$1,821 board insurance
 - Pending deposits: +\$2,386
- **TOTAL:** \$40,210 (after pending invoices are debited and deposits credited)

2017 conference

- **Registration:** Our registration has been much slower than anticipated. At present we have 176 individuals registered, and of those, 157 have paid. **The committee would greatly appreciate any help board members can provide to promote registration.** Remember that the conference is meant to raise the majority of PJSA's annual income, and if it fails to do so, we will certainly run over budget for the normal, day-to-day operations of the association.
 - **Note:** Less than half of our board members (9 people) have registered, which may indicate that we will not have sufficient representation at the annual board meeting. If board members could *please* register as soon as they are able it would greatly help us determine the logistics of the meeting.
 - **Note:** We have had very poor rates of registration from PJSA members outside of the Alabama/Georgia area. Around half of the registrations have been from UAB or Birmingham, with around 80 or so individuals from the rest of the country registering. Any help board members could provide to get the usual PJSA crowd on board is appreciated.
- **Proposals:** We have a very robust set of proposals submitted, over 150 individual proposals, many of which are multi-person panels or workshops. These have all been migrated to a shared document, and the committee will be invited to review these and help schedule during July.
 - **Note:** We will then need to reconcile those on the schedule with those who have registered. There are a fair number of folks who submitted proposals but have not registered. We have agreed that *only* those who have registered will be on the final schedule. Therefore, anyone who has not registered by September 5 will be taken off the schedule. I expect this to reduce the size of our overall schedule noticeably as it did in 2016. This follow up will take some time and I would love assistance. If I do not receive it from PJSA, I will likely task a Miami University student with it in the fall.
- **Tablers:** We have oversold our tables, which is a good thing, and will have approximately ~24 organizations represented—half drawn from the 'PJSA community' and half from 'Alabama-based community groups'

2018 conference

- Began conversations regarding 2018 hosting, speaking with representatives of Arcadia University, American University, Respect graduate School, the Wisconsin Institute for Peace and Conflict Studies and numerous individuals (Fatma Susan Tufan, Bob Reuschlein, Fatima Ahmed, Dave Ragland).
- As of today (June 29), Respect graduate School has issues us a formal offer which I have broad reservations about. I have spoken at length with Amy Cox at Arcadia University and she is very supportive of us hosting there and will follow up with her university and work towards formalizing an agreement in the summer months. If Arcadia falls through, we have a very willing partner in Barbara Wein at American University though she has been unable to secure a positive response from her university. The other conversations have all fizzled out.

Publications

- After escalating the recurring issues with Wiley regarding undelivered and returned issues of the journal *Peace & Change*, I was able to work with Jane O'Brien, Wiley's Society Services Manager. Jane and her team conducted an audit of the PJSa membership address registry and located over 150 errors in user addresses. In conjunctions with their team, I have reformatted every subscribers' mailing address, removed users' who did not provide an address, and changed the language on the 'new/renewal membership' web interface to suggest new addresses be added in a manner that Wiley can utilize.
- In late May we published the Spring-Summer issue of the Peace Chronicle with my new editor Brendan Newman. Brendan and I developed a new template based in a non-proprietary format, and have begun building new, regularly occurring features such as David Smith's career advice column. We could still use more submissions in subsequent issues as user-submitted content this time was lighter than expected.
- As a result of the Publications Committee meeting, I went ahead and created a tool so that PJSa members can submit information to me about their recent publications for posting to the website—create a sort of association-wide CV. The Publications Committee has agreed to announce this and help encourage submissions. At present I have received no submissions from members. The page, including the link to the collection tool, can be seen at <http://www.peacejusticestudies.org/publications/recent-pjsa-member-publications>

Misc

- I hired Constant Contact for \$168/year to assist with email marketing and conference promotion. Was able to get discount based on NFP status, referral, annual payment and seasonal special. **I would love it if this account (as well as our Facebook & Twitter) could be managed by our Social Media Chair, but since**

that has proven to be an completely inactive portfolio, I will continue to manage it until an active member is in office.

- In early June, I attended an invitation-only event held at Point Of View outside of DC in Northern VA. This event was designed to help network PCR/peace studies projects around the country. I was able to speak a lot about PJSA, our upcoming conference, and to meet with many other 'network directors' to help improve communication. The result of this is an ongoing 'network of networks' conversation between myself and representatives of, amongst others, PCDN, AFP, ACR and others. This will likely be an annual event which I believe is exceedingly valuable for PJSA to remain a part of. At this event I also distributed an updated PJSA tri-fold and flyers for the 2017 conference. **If anyone would like to partner with me in representing PJSA in this national conversation, please let me know.** I, on behalf of PJSA, have already been asked to join two separate but complementary conversations (i.e. recurring conference calls) to build this network. I feel that this could greatly benefit the reach and work of PJSA and I will do my best to be available. If others would like to serve as proxies for the association, let me know.
- My court case continues to progress with additional charges being levied in April. Currently all defendants, myself included, face 8 or more federal felony charges which could result in life sentences. My trial date has been set for October 2018 (which could impact my ability to be present at the 2018 conference if its in late October). The case has received increasing attention after and ACLU lawsuit, claims that DC police sexually assaulted numerous defendants, and favorable coverage in the New Yorker, Buzzfeed, Al Jazeera, and many other media outlets. For more information see: <http://defendj20resistance.org/>
- **I will be traveling internationally July 14-August 19 and will be responding to email sporadically.**

2017 PJSA Finances -- 2nd Quarter -- 03/31/17 - 07/09/17 (all figures in USD)

Income	2017 Budget	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	2017 Total	Diff. from budget
Conference	30000	0	5885	#	#	5885	-24115
Speakers Bureau	0	0	0	#	#	0	0
Grants	0	25000	0	#	#	25000	25000
Memberships	20000	8182	7229	#	#	15411	-4589
Donations	6000	1320	245	#	#	1565	-4435
Publications (GD)	0	0	0	#	#	0	0
Mailing lists	0	0	0	#	#	0	0
Dividends - PayPal	0	0	0	#	#	0	0
Dividends - n/a	0	0	0	#	#	0	0
Dividends - Signal	20	5	6	#	#	11	-9
Misc./Chronicle Ads	800	0	125	#	#	125	-675
Total	56820	34507	13490	0	0	47997	-8823
Expenses							
Salary	28000	5840	10379	#	#	16219	-11781
Contract worker: Accountant	0	0	500	#	#	500	500
Taxes	2500	1935	3535	#	#	5470	2970
Corporation fees	200	85	109	#	#	194	-6
Office supplies	0	0	0	#	#	0	0
Conference Gen.	11000	0	700	#	#	700	-10300
Constant contact	0	0	168	#	#	168	168
Postage & delivery (gen)	30	8	45	#	#	53	23
Payroll Svcs.	288	429	45	#	#	474	186
Peace Chronicle	0	0	0	#	#	0	0
FedEx shipping	0	0	0	#	#	0	0
Other printing	0	0	73	#	#	73	73
Phone/fax/web	3000	89	284	#	#	373	-2627
Travel & Prof. Devel.	1000	0	0	#	#	0	-1000
Reimbursements	0	0	0	#	#	0	0
PayPal fees	1600	235	387	#	#	622	-978
IPRAF	0	0	0	#	#	0	0
Professional fees	575	0	0	#	#	0	-575
IPRA/Memberships	0	0	0	#	#	0	0
Publicity (incl. GD)	50	0	0	#	#	0	-50
Insurance	1850	0	0	#	#	0	-1850
Misc. (incl. travel grants)	0	0	0	#	#	0	0
Blackwell	4500	544	863	#	#	1407	-3093
Total	54593	9165	17088	0	0	26253	-28340
2017 Net	2227	25342	-3598	0	0	21744	
Account Balances (as of 07/09/17)		SignalFCU 42400		0	PayPal 2,546		0
Total funds on hand	44,946						

Peace and Justice Studies Association Board Report
Timothy Seidel, Activist Liaison
6 April 2017

1. Provide a summary of subcommittee meetings (if applicable; i.e. if you have a subcommittee; if so, list the members and provide a brief synopsis of the meetings) and work relative to PJSA portfolio undertaken in the past year. Include a summary of work outcomes.
 - I have participated on board conference calls.
 - I have begun preliminary research for a PJSA letter regarding anti-BDS legislation.
 - Joined a writing team with Sheherazade Jafari and Jeremy Rinker (who did all of the heavy lifting) in drafting the PJSA position paper “Peace and Justice Activism in an Era of Disruptive Political Theatre” (<https://www.peacejusticestudies.org/peace-and-justice-activism-era-disruptive-political-theater>).
 - Worked with Michael Loadenthal and Lee Smithey (PJSA member) to post a word of support on PJSA’s website for Sa’ed Atshan (<https://www.peacejusticestudies.org/pjsa-stands-behind%C2%A0dr-sa%E2%80%99ed-atshan>).
 - Worked with Michael Loadenthal and others to post a word of support on PJSA’s website for the Women’s March on Washington and other counter-inaugural actions (<https://www.peacejusticestudies.org/pjsa-supports-counter-inagural-protests>)
 - Followed up with Simona Sharoni. She said “Things are in limbo but I did finally get the university to agree to let me teach online this spring after finding an explicit online threat from the person who filed most of the FOIL requests.”
2. Outline your vision, goals and projected work for the coming year.
 - Organize roundtables at next year’s annual meeting around key issues of concern for PJSA members, similar to the “Activist Roundtable Series” organized for the 2015 annual meeting. The goal will be to provide space for academics and activists to share from their experiences on a number of issues important to PJSA members.
 - Organize an activist reference group (e.g. identify key PJSA activist partners with David and Sheherazade, e.g. the US Campaign, Truth Telling, etc.). This could also be a way to spread the word about next year’s annual meeting to activist networks.
 - Highlight activist issues for the Peace Chronicle.
3. Indicate/list items for which discussion, approval or action is required by the PJSA Board relative to your portfolio work or agenda.
 - Has the PJSA annual meeting call for papers gone out?

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Awards

All of the awards winners have been notified and encouraged to present at the conference in October. I would like to complete one more task by October – create a nominations form so that in the future, it will be easier for people to submit a nomination and for decision makers to compare and evaluate awards nominees. This form could be placed on the website.

Board nominations

The board nominations process for the coming year is now complete.

Gender and Sexuality Liaison Quarterly Report
Sheherazade Jafari
July 2017 Report

During the last quarter I've been talking with some of the original members of our gender & sexuality committee to re-start our bimonthly calls and to identify some of our priorities going forward. We have identified a couple new committee members who will join us, and our next call is in August.

Also during this quarter, I helped to organize a gathering of conflict resolution stakeholders and network leaders at the Point of View International Retreat and Research Center (where I work), at the School for Conflict Analysis and Resolution, George Mason University. PJSA was represented by Michael Loadenthal. As a follow up to this gathering, which focused on "Innovating in Challenging Times: Building an Infrastructure for Supporting Transformative Peace," we discussed having follow up gatherings that could engage new groups and individuals at upcoming annual conferences in the field – such as at PJSA. I am now looking at our conference schedule to see where such a convening may fit, and will work with Michael on next steps.

IPRA Updates

IPRA's Biannual Conference – IPRA Secretaries recently proposed the location and time for the next IPRA Biannual conference. The conference is proposed to be in Ahmedabad, India in Nov-Dec., 2018. It still awaits confirmation.

Ahmedabad, located 1 hour away from Delhi, carries historic signification for IPRA, as it is also Mahatma Gandhi's state which promotes peace and nonviolence activities. As a side note, I should also say that, if confirmed, it will be the second time IPRA will hold a conference in India; the first one was in 1974.

Also note that, the theme of the conference is yet to be determined.

As for the host institute of the conference – it is proposed to be International Peace Innovation Center, SSIU (Swarnim Start-up Innovation University).

Brief info about SSIU – from IPRA Secretaries' proposal: Swarnim Start-up Innovation University proffers Innovation, Startup and Entrepreneurship programs through conventional education by imparting technical wisdom. This university is keen on social contribution and peace research. Therefor it has newly established International Peace Innovation Centre, with Prof.Katsuya Kodama as director. IPIC shall conduct several peace research projects and widen the international networks, hopefully in collaboration with IPRA. It tries to innovate Peace and Gandhian nonviolence approach so as to realize peace.

IPRA newsletter – as mentioned in the last report, announcement about PJSA's upcoming annual conference (October, 2017) and PJSA's Public Statement were submitted to be published in IPRA's Newsletter(Vol 7 edition). The last time (a few days ago) I contacted the editor of the newsletter, I was informed that the newsletter edition is ready, but its publication has been delayed due to some technical problems. However, it shouldn't take too long for them to circulate it.

My stepping down as PJSA Board Member - as I mentioned in the email addressed to PJSA Board Members, I have decided to step down as IPRA Liaison. The main reason for it is because currently I am not in the US. I believe it will be more efficient for PJSA if the position is held by someone based in North America. Although this position is more of virtual, but still not being physically in North America hinders me from engaging as much-i.e. attending conferences both in person and over the phone.

Lastly, I should note that it was truly an honour for me to be a part of PJSA and feel sorry for not being able to engage in as I much as I was expecting to or I was probably expected of, for this year has been pretty unstable for me due to various reasons. I wish best to PJSA and all the Board Members in their important work of peace and justice. Hoping to have a chance to see you all at some point in the future.

PJSA Quarterly Report – Jinelle Piereder, Membership Chair

July 7, 2017

Part 1: work undertaken in the past quarter

1. With the help of Michael L. and Tim Donais, I have added all the PACS-Can members (who have automatic membership in PJSA) correctly into PJSA's membership management system. It took a while to figure out the best way to record membership types, contributions/payments, and institutional relationships/affiliations, but I think we've established a good protocol going forward.
 - a. We have a total of 56 PACS-Can members with automatic PJSA membership, 24 of which are students (with one retiree).
2. As some of you will be aware, I am slightly shifting my role/portfolio on the board. Instead of Membership Chair, I will take on the role of Canadian Membership Co-Chair and PACS-Can Liaison. (Someone) will fill the U.S. Membership Co-Chair position, and we will work together with Michael and the Executive team on membership strategies, as well as working semi-independently on outreach and recruitment in Canada/U.S.

Part 2: any proposals and/or motions

1. Now that we have better web and social media presence, I think it's worth exploring a Facebook ad campaign for membership recruitment. This would be a great way to bring in younger members as well. I think this would be much more effective than using phone scripts or mailers (though we do have some of these materials developed already).
2. I brought up in the last report that I think it would be a good idea to have an image gallery (behind our membership wall if needed).

Part 3: goals for the next quarter

1. I will maintain the records of all PACS-Can members in the PJSA system, especially as we come up on membership renewals and as the PACS-Can member base grows.
2. I'd still like to develop some sort of member satisfaction survey, to assess what resources people are familiar with, what they use/like the most, and what they might like to see in the future.
3. I think our current renewal email notice is sent out through ConstantContact(?). I think it makes sense for us to start utilizing this service more, particularly with "welcome emails" for new members to orient them. I've been working on some draft text for these.
4. I dropped the ball regarding a centralized board communication platform. (I think this would be more effective than email.) I will reach out to some board members to see if there is any appetite for this.

Part 4: other comments

1. Just a reminder that there are several phone scripts and email templates for membership recruitment on the shared PJSA Google Drive (in the Membership folder):
<https://drive.google.com/open?id=0B0Ms6gR8YXwZaEdyQXhzcHVLdWc>.
There is also a contact tracking spreadsheet on the Google Drive for board members to use. Lastly, a reminder to potentially use a small version of the PJSA logo (with the website) in your email signatures (file is also on the Google Drive).

July 17

Elham's Report L Ombudsman and List Serve Liaison

Following on the last report in April and discussion at the last call (April) it is recommended that the board put for discussion and vote at the next annual meeting Oct 17 whether PJSA should formally consider a " Code of Ethics". This would be a short statement of the PJSA values and based on an edited proposal as received in Dec 2016.

Early December 2016 PJSA received a proposal for "Code of Conduct" from a PJSA member that was forwarded to Michael and send to Elham (Ombudsmen) for recommendations. In general I see for discussion in the Annual meeting

- 1) Developing a "Code of Conduct"? Do we need it? Should we formally have an institutional *written* code or ask members to adhere to personal ethics via their membership? will a written code ensure protection/promotion of freedom of speech? Doug Archer has volunteered to work with the author of the received proposal to edit it. He strongly recommends Board consider not a code of conduct but a statement that reinforces PJSA's values.
- 2) Should the same code of ethics adhere to all contexts?
 - Annual Conference,
 - Online Discussions/exchanges,
 - Online Posts.
- 3) Who would enforce it? Ombudsmen deals with cases referred to/works with parties if situation of conflict arise but what about other issues such as how many times a person can post on list serve? Content of posts? If there was a written code of ethics-Who will enforce it?

Report to the PJSa Board
Timothy Donais, PACS-Can Liaison
July 2017

The PACS-Can network continues to evolve, and over the last quarter we've made considerable progress both towards putting the organization on a sound organizational footing and towards developing substantive programming. Highlights include:

- While PACS-Can remains primarily an association comprised of individual members, we are simultaneously developing a network of Canadian peace and conflict studies programs through our 'sponsoring program' initiative. To date, programs at Wilfrid Laurier University, Conrad Grebel University College, the University of the Fraser Valley, and Canadian Mennonite University have joined PACS-Can in this initiative. This has both helped with the association's bottom line and positions PACS-Can as the hub of an emerging network of peace and conflict studies programs across Canada.
- Further to our partnership agreement with PJSa, through which PACS-Can members automatically become members of PJSa, in late May we remitted C\$1550 to PJSa to cover the membership dues of PACS-Can members for the period May 2016-May 2017. Going forward, we hope to be able to remit dues on a quarterly basis.
- PACS-Can will host a two-day workshop in Waterloo, Ontario on Canada's re-engagement with peacekeeping on September 21-22, 2017. We are also co-sponsoring two additional workshops in Fall 2017: one on peace education in conflict-affected countries and a second on international humanitarian law. Additional co-sponsored events (including one in Ottawa on peacebuilding and the other in Toronto on non-violence) are also in the early planning stages.
- We continue to work on expanding our web presence, largely through the ongoing development of the PACS-Can website (www.pacscan.ca); we are in the process of setting up a blog and discussion forum, and have just launched our Canada@150 initiative, which is inviting submissions reflecting on Canadian contributions to international peace and security on the occasion of Canada's sesquicentennial celebrations.
- Work towards integrating PACS-Can members into PJSa's membership rolls is now largely complete, following the development of a protocol allowing PACS-Can members to be recorded on PJSa's membership management software. Thanks largely to Jinelle's work, all PACS-Can members are now in the PJSa system, while the subscription information of new (and renewing) members will be updated on an ongoing basis.

Report on Publications Committee Meeting of 6/7/17

Present: Michael Loadenthal, Michael Minch, Jeremy Rinker

1. Our first item of discussion was our relationship to Wiley re: *Peace and Change*. Michael L. summarized the issues:

- a) matters of editorial control are, to some degree, at issue
- b) the question of the journal's value for our membership arises: half of our members receive the journal even though it is being paid for to a considerable degree by their membership fees.
- c) working out financial questions and address mistakes has taken much of Michael L's time; e.g. they have overcharged us by \$800 (and Michael had to discover and prove this), and a third to a quarter of journals did not get to recipients b/c of address mistakes made on the part of Wiley.

We decided to:

- a) send a survey to our membership related to the journal, seeking to ascertain what value it has to them, and what changes could be made such that they would be interested in using the journal. Jeremy and Michael L. will produce this survey.
- b) hold a roundtable discussion at our October conference about the journal. Michael M. will organize the roundtable.
- c) Michael M. will email Cris Toffolo, Elavie Ndura, and Matt Meyer re: a conversation with our partners at the Peace History Society about their thoughts about the journal. We need their thoughts as we rethink the journal in relationship to PJSA.

2. The second issue we discussed was our book series. Manuscripts in the queue include an anthology being edited by Matt Meyer, et al., re: African peace resources, etc.; an anthology edited by Laura Finley re: peace education and gender; and two manuscripts will soon be presented to the publisher: a monograph about peace activism written by Burt Berlowe; and an anthology edited by Michael Minch re: conflict, peacebuilding, and neoliberalism.

The decision was made to create an account of the series, its purpose, its books, etc., and an appeal for submissions (with info about how to submit)—and proliferate this document to our membership, through the *Peace Chronicle*, *Peace and Change*, on our website, and elsewhere. Michael Minch will put this document together.

3. Third, we discussed the production of statement/white papers. We decided that the next Publications Committee meeting will give sustained attention to the question of whether more or less such documents should be produced, and to what purpose and effect, etc.

4. Michael L. was congratulated on producing such a fine issue of *The Peace Chronicle*, and he averred that one of his interns did virtually all the work, and that the content was sent in by

PJSA members, and that we received more content than could be used. In other words, the new approach to producing the *Chronicle* seems to be off to a smashing success.

5. We also decided the following:

We will produce a “Resources” page on our website where people visiting the website can find recent publications by our Board and members. Michael L. has already produced such a page.

We will build up our social media presence and find one or more interns with skill in using social media, to do so (not that these interns would do all this work alone).

We will have half a table at the October conference for promoting the work of, and opportunities made available to the members through, the Publications Committee.

Respectfully submitted,

Michael Minch
Utah Valley University
Professor of Philosophy, and Peace Studies
Director, *The Summit Knowledge and Action Network*

PEACE AND JUSTICE STUDIES ASSOCIATION BOARD REPORT

JULY 2017

STUDENT AWARDS

I sent out the call for nominations for student awards to the PJSA listserv on April 11 after creating an online form that solicited key pieces of information from the nominator. There was a separate category for undergraduate and graduate nominations.

We received only one nomination for the undergraduate thesis and three nominations for the graduate/PhD award.

Since there was only one nomination for the undergraduate thesis, we do not need a committee to review this. I am willing to read the thesis and provided that it meets a minimum standard of acceptability, the award will be given to that student. If for some reason I felt that the thesis did not meet a scholarly minimum or somehow violated the principles of our organization, I would return to the board with a suggestion that a thesis award not be tendered this year.

The theses should be read by the end of August with the goal of selecting and notifying the winner by September 1.

Action Items:

I do need one other person to volunteer to read the three graduate nominations so that a decision can be made on which thesis to select as our winner. Since we received so few nominations, I think that a decision can be made by a committee of two (or three if we have someone else winning.)

Respectfully submitted,

Emily Welty

PJSA: GRANTWRITING CHAIR QUARTERLY REPORT

Michelle Collins-Sibley
7.10.17

As I reported at our last board meeting, our resubmitted Muste Grant proposal was rejected a second time, albeit in very kindly language. Since that time, I've been working to revise the Syllabus Project Proposal in order to submit a letter of inquiry to the Carnegie Corporation of New York's Education grant program, specifically the "Leadership & Teaching to Advance Learning" program.

I now subscribe to several funding newsletters/e-journals, including Funders for Justice the Philanthropic Initiative for Racial Equality (PRE), and, The Ford Foundation

I've taken out an Associate Membership (free) with the Society for Nonprofits which provides

- Access to Nonprofit World Library
- Access to the Funding Alert Library
- GrantStation Insider: a weekly e-mail newsletter with latest information about grant makers, upcoming grant deadlines, conferences, and seminars
- Nonprofit Careers Access;

and am still considering a paid membership in the organization; said paid membership would include among other benefits, a GrantStation.com Membership, access to live and recorded webinars as well as subscriptions to Nonprofit World Magazine on line and Funding Alert News Letters.

My future plans include:

- returning to both the Open Society and the Ford Foundations to study past funded projects with an eye to developing a proposal or proposals and submit either a proposal or an initial idea submission as appropriate; see descriptions below:

1. **Open Society Foundation: National Security & Human Rights Campaign** (Ongoing): The Open Society National Security and Human Rights Campaign provides grants to U.S.-based organizations working to promote progressive national security policies that respect human rights, civil liberties, and the rule of law. The campaign prioritizes promoting new thinking, engaging new voices and constituencies, and strengthening capacity of and collaboration among organizations engaged in national security issues.

Eligibility Criteria

The National Security and Human Rights Campaign will consider letters of inquiry from 501(c)(3) organizations such as advocacy groups, community groups, and scholarly or research institutions.

The campaign provides funding for projects that address one or more of the above policy goals through at least one of the following strategies:

- policy advocacy
- grassroots organizing and field building

- mobilization of new voices and constituencies
- scholarship and research
- communications
- litigation

Appropriate to long-term, future initiatives or projects.

2. **Ford Foundation** (begins with initial idea submission & feedback, ongoing): funds a variety of initiatives relating to their five underlying drivers of inequality: entrenched cultural narratives that undermine fairness, tolerance, and inclusion; failure to invest in and protect vital public goods such as education & natural resources; unfair rules of the economy that magnify unequal opportunity & outcomes; unequal access to government decision making & resources; persistent Prejudice discrimination against women & racial, ethnic, and caste minorities, organized into seven interconnecting grant areas: civic engagement & government, creativity & free expression, equitable development, gender, racial & ethnic justice, inclusive economies, internet freedom, and, youth opportunity & learning.
- research and study of grantwriting resources – Nonprofit World Library, Grantstation Insider, Carnegie’s Philanthropic Resources and Grantseeker’s FAQ’s – along with published, funded grant proposals to make myself a more knowledgeable and ideally more successful grantwriter;
 - devise a new, grassroots project proposal to submit to the A. J. Muste Foundation, as their current focus is the funding of grassroots initiatives;
 - identify additional program sources.

Respectfully submitted,

Michelle Collins-Sibley

Daryn Cambridge
PISA Board Report
July 10th, 2012

Prepare for the July 12th, Board Meeting

Over the last four months I have focused my efforts on handing over my portfolio of the mini-grants program to the new board member, Nicole Johnson. She and I have communicated via email about the portfolio and I shared with her the preliminary ideas I drafted out regarding different issues on which the grants could focus. [Click here](#) to see the document.

I have also been working two proposals for workshops and presentations at the conference in October. The first is around my work at USIP with the Peace Frequency – a podcast series that I host that taps into the stories of people across the globe who are making peace possible and finding ways to create a world free of violent conflict. The second is with American Friends Service Committee focusing on an online collection of online stories and resources celebrating 100 years of Quaker peacebuilding, quiet diplomacy, and nonviolent resistance. I have a question for the conference chair regarding that presentation and whether or not there can be space in the program to promote the online collection.

PJSA BOARD MEMBERS (2016-2017)

Executive Committee

1. **Co-Chair** – Laura Finley (16-18)
2. **Co-Chair** – Edmund Pries (15-17)
3. **Secretary** – Jack Payden-Travers (15-17)
4. **Treasurer** – Ellen Lindeen (15-17)

Ex-Officio: Executive Director – Michael Loadenthal

Board Members

5. **Publications / Research Chair** – Michael Minch (15-17)
6. **Conference Chair** – Kevin Higgs (16-18)
7. **Membership Chair** – Jinelle Piereder (16-18)
8. **Awards and Board Nominations Chair** – Randy Janzen (15-17)
9. **Student Awards Chair** – Emily Welty (16-18)
10. **Ombudsperson and List Serve Liaison** – Elham Atashi (16-18)
11. **Women and Gender Issues Chair** – Sheherazade Jafari (16-18)
12. **Grant Writing Chair** – Michelle Collins-Sibley (16-18)
13. **Fundraising Chair** – Swasti Bhattacharyya (16-18)
14. **Diversity Chair** – Elavie Ndura (15-17)
15. **Social Media Chair** – Fatima Ahmed (16-18)
16. **Institutional Liaison** – Cris Toffolo (16-18)
17. **PACS-Can Liaison** – Tim Donais (15-17)
18. **Liaison to K-12** – Joy Meeker (16-18)
19. **Liaison to IPRA** – Nurana Radjabova (16-18)
20. **Liaison to Activists** – Timothy Seidel (16-18)
21. **Mini-Grant Program Coordinator** – Daryn Cambridge (15-17)
22. **TTP Liaison** – David Ragland (16-18)

PJSA BOARD MEMBERS (2017-2018)

Executive Committee

1. **Co-Chair** – Steven Schroeder (17-19)
2. **Co-Chair** – Laura Finley (16-18)
3. **Secretary** – Kate Meehan (17-19)
4. **Treasurer** – Wendy Kroeker (17-19)

Ex-Officio: Executive Director – Michael Loadenthal

Board Members (in random order)

5. **Publications Chair** – Michael Minch (17-19)
6. **Research Chair** – Amanda Smith-Byron (17-19)
7. **Conference Chair** – TBD (17-19)
8. **US Membership Chair** – Kevin Higgs (16-18)
9. **Awards and Board Nominations Chair** – Ellen Lindeen (17-19)
10. **Student Awards Chair** – Emily Welty (16-18)
11. **Ombudsperson and List Serve Liaison** – Elham Atashi (16-18)
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15. **Diversity Chair** – Elavie Ndura (17-19)
16. **Social Media Chair** – Sherrie Alexander (17-19)
17. **Institutional Liaison** – Cris Toffolo (16-18)
18. **PACS-Can Liaison and Canadian Membership Chair** – Jinelle Piereder (16-18)
19. **Liaison to K-12 Educators** – Joy Meeker (16-18)
20. **Liaison to IPRA** – Polly Walker (17-19)
21. **Liaison to Activists** – Timothy Seidel (16-18)
22. **Mini-Grant Program Coordinator** – Nicole Johnson (17-19)