

Zoom information: 275-698-2209

<https://zoom.us/j/2756982209>

In Attendance

Denise Daub – corporate secretary
John Cooper – past chair
Kim Olver – Executive Director
Farida D'Silva Dias - Chair
Kalikamurti Saraswati Suich – treasurer - Australia
Fumiko Hamada – secretary - Japan
Denzyl Witbooi – South Africa
Lynn Sumida - Canada
Bette Blance – New Zealand
Kaoutare Ben Abbou – North Africa
Bassam AlMutuabba – Saudi Arabia
Almad Alshatti – guest Kuwait
Eun-Jin Kim (EJ) - Korea
Sonia Muñoz (arrived 1325) – left at 1450 - Colombia
Shruti Tekwani (arrived 1325) – vice chair - US

1. Take attendance to check quorum requirements -Farida

Quorum established (7)

2. Approve September & October 2021 minutes -Farida

Lynn moved

Fumiko moved

All approved

3. Memorandum of Understanding (MOU) for positions of ED and Operation and Finance Manager – Farida

- Kim & Denise have been with us from 2013.
- Never had a MOU before

Kalika explained the history of the positions.

Kim & Denise began in 2013; they are contracted employees, so WGI doesn't have to pay employment taxes or workmen's compensation. Over the period, there was no clarity of what the expectations of the board was in relation to the positions. In terms of the transition from the last board to this board, there was a thought that if we are going to have contractors doing the work, there needs to be a clear description of what the jobs are and what the board can expect. Also, in recognition that the board is in transition, and they might want to eventually have employees or keep contractors, possibly full-time contractors. MOUs were formulated currently built on what Kim & Denise currently carried out, with a

Apologies

GymyLim - Singapore
Meenakshi Mhambre

few clarifications.. It is a governance obligation for the board to have clear arrangements with their contractors. Legal team worked on developing the MOUs and the job descriptions.

Motion

That the board endorse the Memorandum of Understandings and job descriptions for continuance of the positions of Executive Director and Operation and Finance Manager from November 26th, 2021, until December 31st, 2022.

- Moved by Fumiko Hamada, seconded by Kalikamurti Suich.

Farida-has everyone reviewed the MOUs and job descriptions?

- Not everyone reviewed the documents

Denise's new title: Operations & Finance Manager

Discussions around Denise's job description-Farida

- Lynn question: What does it mean to implement WGI strategy? Is the purpose to hold accountability?
- Kalika-apology for typing issues that need to be corrected
- Kalika-Denise does all these things already. The main task that has been added is to maintain a register of proposed & passed motions because now the way we go back and find the motions is to go back through the minutes.
- Lynn- questions *addresses issues of policy non-compliance with the ED, board or relevant committee.*
 - Kalika-grammatically incorrect
 - Need to look at the job description in conjunction with the ED.
 - Denzyl-questions the use of the word "addresses"
 - Kalika-it specifically says *with the ED, board or relevant committee.*
 - Sonia-questions *responsible for newsletter.* Not clear.
 - Denise-I don't put the newsletter together, I post it to the website
- Lynn-you (Denise) actively collect all the membership dues?
 - Denise-yes, I collect from the MOs and I reconcile the checking account & the database
 - Lynn-you do not actively collect the money?
 - No, goes directly into the checking account
- Lynn-questions *ensuring training fees are paid.* That sounds like you are accountable for the training fees being paid.
- Denise-No, I cannot make everyone pay the training fees.Lynn-*assist in building relationships with MOs & faculty members.* Could you tell me what that means?
 - Denise-I do speak with some MOs. They come to me for help with the website, certificate, charts. I do have a relationship with some of the MOs, not all of them. If

faculty or MOs reach out to me and I can help them, I do. If I, can't I refer them to Kim. There are a lot of things that happen that I don't talk to Kim about at all.

- Bassam-when you write these duties you are thinking about operations. What we need to have are procedures and strategies for each point. Need a team to work with her if these are all her duties.
- Shruti-Denise is the front line of communication when MOs reach out to her. Maybe instead of "assist," contribute.
- Kim-how about "responds to requests from"
- Kalika- If there are a lot of people who are not happy with this, then it needs to go back to the legal committee. What doesn't work is to have these big conversations like this. Some people have not read it. The process can be that people send me their feedback.
- Lynn-because it is in the category of duties & responsibilities, we need to look at that. *Explores options to add multiple streams of income.* When it is down there it looks like you are accountable for that, and I don't have that as my vision for your role.
 - Kalika-as an example I talked to Denise about the amount on postage. Denise participates in the conversations at the executive level
- Kalika-give me your comments and I will take it to the legal team

Discussions around Kim's job description-Farida

- Remove last "e" in *Kimberley*, correct spelling *Kimberly*
- Kim has a problem with two descriptions:
 - the phrase *ability to lead and motivate*. Objection to the use of "motivate" as her understanding as it relates to CT is that it is an outside in (external control). It is not possible for her to motivate someone. Use a different word.
 - *Ensures that services and funding, and MO relationships are robust enough to meet or exceed strategic goals and objectives.* Believes that this is a huge job to put on one person.
- Lynn-questions the first bullet point. Discussion around the use of *strategic plan* since we don't have one at this time.
- Ahmed-can take off "strategic plan" but use the wording "goals & objectives". The existing goals, not the future goals. Change the wording, but a very important point for the organization. We need someone to take on this role.
- Kim-if it stays, then I need some further direction. It sounds like I am responsible for the MOs to do the training for us to meet our financial goals. From a LM perspective I don't know how to do that. I need the how and what you need me to do there. What power do I have to cause people to do that?
- Kalika-It should say *in conjunction with the board or relevant committees.*
- Kim-both Denise and I were given hours initially, 12 per week. Does that stand or is it coming out? Or are we just expected to work until the work is done.

- Kalika-current environment, more work less money (this was a joke) I wouldn't include it.

Kalika-Feedback of job descriptions and MOUs to Kalika as legal committee chair by the end of December 8th or this won't be progressed until February. All feedback will be reviewed by the legal team and go out as a flying motion by email to be finalized hopefully before Christmas.

- Not sure the legal committee can meet before Christmas.
- Lynn-the only problem I have with the flying motion is not having conversation around the wording and understanding.
- Kalika-if people have major problems, people won't vote for it.
- John-some wording about a time for review of job descriptions.
 - Kalika-Will talk about it in legal committee.

4. Becoming a Member Organization update – Kim

Received letter of intents from most of stage 1 MOs and some of stage 3.

5. MO Letter of Intent update

Stage 1

- France – became a MO
- New Zealand-received letter of intent
- SO. Africa-received letter of intent
- Philippines – no response
- Turkey-grace till December 31st

Stage 3 MOs

- Australia did not get letter of intent
- Iran – did not hear back from
- Ireland-had questions
- Korea – no response
- Met with Kuwait – not yet stage 3, but stage 2
- Canada & Japan signed letters of intent
- UK- questions their answered
- US – Jan had questions

Lost an MO – Russia

6. Financial Quarterly Report-Kalika

- Introduced & reviewed the PPT
- Ahmed Alshatti explained some of the budget number percentages for clarification.

Kalika moved for report to be accepted

Lynn seconded

Kalikamurti Saraswati Suich	5
Fumiko Hamada	5
Almad Alshatti	4
Lynn Sumida	4
Bassam AlMutuabba	4
Eun-Jin Kim (EJ)	4
Kaoutare ben abbou	5
Shruti Tekwani	4
Sonia Munoz	4

Motion passed

7. Faculty summit 3rd December 2021 update – Kim

Postpone until February because did not receive enough proposals

- Kim – there were suggestions to do a summit for everyone instead of just faculty.
- Lynn & Kalika-postpone until March
- Kalika-believes it should be just a summit not just for faculty but for everyone
- Ask MOs to help with the summit committee, not just board members
- Denise suggested a marketing team
- Kim also suggested marketing money be spent on Japan
- Professional development meeting (free) to be in January

Motion: Postpone the faculty summit from December 3rd until the March 2022 and make it a summit for all not just faculty.

Shruti moved

Lynn seconded

Kalikamurti Saraswati Suich	4
Fumiko Hamada	4
Almad Alshatti	4
Lynn Sumida	5
Bassam AlMutuabba	5
Eun-Jin Kim (EJ)	4

Kaoutare ben abbou	5
Shruti Tekwani	4

Motion passed.

8. Elections – Kim

Usually held in December through the MOs for the expired members. Due for elections:

Shruti
Kalika
Fumiko

- Denzyl – clarification discussion.
- Ahmed- while we are working on the strategic plan, we shouldn't make any significant changes.
- Lynn-response to Ahmed, we are early enough in the strategic planning to make this change.

Motions:

- **Motion 1:** The Executive Committee is suggesting that the three experienced board members: Shruti Tekwani, Fumiko Hamada and Kalikamurte Suich all remain on the board one more year for continuity with the provision that their MOs are in agreement. They will be replaced with a new election in 2022 instead of being replaced now.
 - Denzyl moved
 - Ahmed seconded

Kalikamurti Saraswati Suich	4
Fumiko Hamada	4
Almad Alshatti	5
Lynn Sumida	4
Bassam AlMutuabba	4
Eun-Jin Kim (EJ)	5
Kaoutare ben abbou	5
Shruti Tekwani	4

Motion passed

- **Motion 2:** Due to the steep learning curve involved, we are also recommending the treasurer position be an elected 2-year position, similar to the Chair's.
 - Denzyl moved
 - Ahmed seconded

Kalikamurti Saraswati Suich	4
Fumiko Hamada	5
Almad Alshatti	5
Lynn Sumida	4
Bassam AlMutuabba	4
Eun-Jin Kim (EJ)	4
Kaoutare ben abbou	4
Shruti Tekwani	4

Motion passed

- **Motion 3:** To make it all consistent, the Executive Committee is suggesting that all elections for the Executive Committee be two-year terms. This way there will only need to be elections for Chair, Vice-Chair, Secretary and Treasurer in odd numbered years.
 - Ahmed moved
 - Lynn seconded

Kalikamurti Saraswati Suich	4
Fumiko Hamada	4
Almad Alshatti	5
Lynn Sumida	4
Bassam AlMutuabba	4
Eun-Jin Kim (EJ)	4
Kaoutare ben abbou	4
Shruti Tekwani	4

- **Motion 4:** The rest of the board members would need to be divided with one member completing their term in 2022 and seven completing their terms in 2023 and 2024. Currently, everyone on the board would have their terms expiring in December 2023, except for Kalika, Shruti and Fumiko. Is there one board member willing to end their term a year early in December 2022?
 - Possibly Gymy Lim
 - Are there seven of you who would be willing to serve an additional year until 2024?
 - Saudi Arabia wants to stay in 2023
- Put on Agenda for February

9. Board Meeting for December cancelled; Board Meeting Jan 22, 2022

- Strategic planning meeting in January with MOs
- Bring MOs at 1330 and regular board members will meet at 1300 to approve the budget

10. Conferences and Events:

- Japan in 2022
 - July 25-26 Board meeting (plus 27 till evening)
 - July 27-30 WGI International conference (27th evening, welcome party)
 - July 31 Faculty Day
 - August 1 Board meeting
 - Registration: <https://www.wgi2022-tokyo.com/en/>
 - Hotel link and “what’s included in registration fee” details, coming soon
- USA in 2024
- Australia in 2026

Research Committee-Research-Bette

- What can we do to rejuvenate the Glasser scholar’s program for education & counseling?
 - Training is free and some research can be done
- PHD’s listed on the website to support research
- Some people on research are interested on joining the GQS committee

Shruti youth committee

Email to go out

11. Business arising

Denzyl motioned to adjourned

Farida D’Silva Dias, Chair
William Glasser International, Inc.

Kim Olver, President & Executive Director
William Glasser International, Inc.

JOB DESCRIPTION

TITLE: EXECUTIVE DIRECTOR

OVERVIEW

- Manage and lead the organization towards the realization of its mission.
- Work collegially with the Chairperson and the Board.
- Liaise between the board and Member Organizations (MOs).
- Oversee all operations, functions and activities.
- Face of the organization, responsible for implementing the agreed strategic direction.
- An influential manager with the ability to lead and motivate.
- Communication skills and a holistic approach in managing the organization's opérations.

REPORTS TO:

To the Chairperson and Board of Directors

JOB RESPONSIBILITIES:

- Responsible for planning, organizing, and directing of the organization's operations and programs, in line with the strategic intent/plan of the organization.
- Supervises the implementation of inventory and cost accounting policies, procedures, and operational reporting.
- Oversees and report on the organizational results to the Chair, such as: number of MO's, new MO's.
- Prepares accurate and timely analyses that capture and communicate organizational results, variances, and performance trends.
- Provides leadership to and manages the efforts of direct staff.
- Retains a diverse, highly qualified staff and provides career coaching, growth, and personal development for direct/indirect employees.
- Ensures that services and funding, and MO relationships are robust enough to meet or exceed strategic goals and objectives.

QUALIFICATIONS/SKILLS:

- Demonstrate leadership and management skills
- Ability to multitask
- Takes initiative
- Works independently
- Creative problem-solving skills
- Enthusiastic
- Dynamic
- Flexible
- Organizational skills
- Collaborative

EDUCATION, EXPERIENCE, AND LICENSING REQUIREMENTS

- Bachelor's Degree
- Has a foundation in CT/RT/LM.
- 10 years of management experience in an operational environment.
- 5 year's active member WGI/MO.

PERFORMANCE MANAGEMENT

- Annual review with three chosen people, the Chair plus two other board members via an agreed process.

JOB DESCRIPTION OPERATIONS AND FINANCE MANAGER

TITLE:

Operations and Finance Manager

JOB OVERVIEW:

- Implements approved processes and practices across the organization.
- Maintains website/database.
- Implements WGI strategy.
- Improves performance.
- Procures material and resources.
- Liaise with MO members and Board members
- Continually improves quality of customer service and implements best practices.
- Helps WGI remain compliant, efficient and profitable during the course of business.
- Analyzes and improves organizational processes and works to improve quality, productivity, and efficiency.

REPORT TO:

Executive Director(ED)

DUTIES AND RESPONSIBILITIES

- Attends to email communications and reports accordingly.
- Maintains and upgrade website.
- Assists in building relationships with MOs, faculty and members.
- Addresses issues of policy non-compliance with the ED/Board/relevant committee.
- Ensures all current and draft policies are posted on the website for feedback and advises when they are to be reviewed and updated.
- Updates website information, liaise with ED and relevant committees to oversee finances, data, website and maintains records.
- Works on and complies with annual budget.
- Attends Board and Executive Committee meetings, assists with developing agenda and assists secretary in preparing minutes.
- Maintains a register of proposed/past motions.
- Explores options to add to multiple streams of income.
- Works with approved new MOs
- Assists ED to create reports of activity.
- Collects membership dues, ensure training fees are being paid.
- Responsible for newsletters.
- Works with various Board committees to ensure the forward progress of WGI.

NOVEMBER 19, 2021

QUALIFICATIONS/SKILLS:

- Ability to multitask
- Takes initiative
- Works independently
- Creative problem-solving skills
- Enthusiastic
- Dynamic
- Flexible
- Organizational skills
- Collaborative

EDUCATION, EXPERIENCE, AND LICENSING REQUIREMENTS

- Foundation in CT/RT/LM.
- Use computer software and financial operating system of the organization.
- Experience in website management.
- Seven years of management experience in an operational environment
- Three years' active member WGI/MO.

Memorandum of Understanding

Dated: 26th November, 2021

Between:

WILLIAM GLASSER INTERNATIONAL, INC

And

DENISE DAUB

OPERATIONS AND FINANCE MANAGER

(each a "Party")

In relation to

Establishing an agreement between the parties which will enable

1. The work of William Glasser International to continue

and

2. Payment to DENISE DAUB to continue until 31st December 2022 at the same rate of pay and conditions as 2020.

1. Intent

By **1st December, 2021** the parties will have agreed to continue the working relationship as it stood before 31st December 2020.

The primary objective is to allow time to establish a position that is suited to meeting the support requirements of William Glasser International and to ensure Denise Daub is not disadvantaged as WGI works to align the needs of the position within the development of a comprehensive set of By-Laws / Constitution.

2. Commencement and Term

This MOU will commence as soon as the MOU is signed by both parties and will expire **on 31st December 2022**, unless terminated earlier or extended as agreed in writing by the Parties. Remuneration for Denise Daub, at the same rate of pay as 2020 (\$1500 US/month) and conditions will continue as they were at December 31st 2020.

3. Enforceability

The Parties do not intend any of the provisions of this MOU to be legally enforceable. However, that does not lessen the Parties' commitment to this MOU.

4. Procedure

The Legal Committee will be tasked with the carriage of this work in liaison with other committees, especially with a By-Laws / Constitution Committee.

5. Monitoring & Reporting

To accomplish the purpose and objective described in the MOU, parties will receive reports at least once a month from the Legal Committee noted above (4). There will be an ongoing monitoring process including consideration of the MOU as a standing Agenda Item at respective Board meetings.

6. Variation of the MOU

The MOU may be amended at any time by agreement in writing by both Parties. A Party to the MOU may terminate their participation in the MOU at any time by notifying the other Party in writing.

7. Signatures of the Parties

Administrative Assistant, Denise Daub,

Date

Chairperson for WGI, Farida D'Silva Dias

Date

Memorandum of Understanding

Dated: 26 November, 2021

Between:

William Glasser International, Inc

And

KIMBERLEY OLVER

EXECUTIVE DIRECTOR

(each a "Party")

In relation to

Establishing an agreement between the parties which will enable

- 1. The work of William Glasser International to continue
and**
- 2. Payment to KIMBERLEY OLVER to continue until 31st December
2022 at the same rate of pay and conditions as at 31st
December 2020.**

1. Intent

By **1st December 2021** the parties will have agreed to continue the working relationship as it stood before 31st December 2020.

The primary objective is to allow time to establish a position that is suited to meeting the support requirements of William Glasser International and to ensure Kimberley Olver is not disadvantaged as WGI works to align the needs of the position within the development of a comprehensive set of By-Laws / Constitution.

2. Commencement and Term

This MOU will commence as soon as the MOU is signed by both parties and will expire on **31st December, 2022** unless terminated earlier or extended as agreed in writing by the Parties. Remuneration for Kimberley Olver, (\$3,100 US / month) and conditions will continue as they were at December 31st 2020.

3. Enforceability

The Parties do not intend any of the provisions of this MOU to be legally enforceable. However, that does not lessen the Parties' commitment to this MOU.

4. Procedure

The Legal Committee will be tasked with the carriage of this work in liaison with other committees, especially with a By-Laws / Constitution Committee.

5. Monitoring & Reporting

To accomplish the purpose and objective described in the MOU, parties will receive reports at least once a month from the Committee noted above (4) There will be an ongoing monitoring process including consideration of the MOU as a standing Agenda Item at respective Board meetings.

6. Variation of the MOU

The MOU may be amended at any time by agreement in writing by both Parties. A Party to the MOU may terminate their participation in the MOU at any time by notifying the other Party in writing.

7. Signatures of the Parties

Executive Director, Kimberley Olver

Date

Chairperson for WGI, Farida D'Silva Dias

Date

MO Committee
Status Update November 21, 2021

1. We have gone over the Letter of Intent with all Stage 1 MOs and currently have signed Letters from: New Zealand, South Africa, and France. We are waiting for the Philippines, France and Turkey.
2. We heard from Russia. Given the political climate in Russia, Sergei is unable to be a MO of WGI at this time.
3. We sent Letters of Intent to all Stage 3 MOs and have received back signed Letters from: Canada and Japan. The following responded with questions that were answered: United States, United Kingdom and Ireland.
4. The following did not attend the meeting or respond to the email: Australia, Iran or Korea. We will follow up with them.
5. We did meet with Kuwait and determined they are currently stage 2 and are awaiting signature.
6. We plan to meet with Stage 2 MOs in January once a date is set.
7. We have two new MOs in progress: Bahrain and United Arab Emirates.



WILLIAM GLASSER
INTERNATIONAL

WGI Financial Performance Quarter 3

By

Finance, Investment & Business Development Committee

Oct 2021

Introduction



- 1- This report contain one more column added to income side as well to expenditure, which reflects the percentage of item achieved to the total actual income and expenditure, it will clarify the performance trend.
- 2- The trend column showed that we have he same trend, regarding the percentage of the item to the total budgeted income and expenditure, yet higher
- 3- The report contain two Expenditure tables, one show that Board Expenses not provisioned, the second we took provision and observe the impact on the performance.

Income



WGI achieved in the big income streams (Certification program 40%, Membership 35%).

WGI missed achieve big income streams (5% of total income and above, Faculty Training and Endorsements, Take Charge of Your Life, Workshops/Post-Certification Programs, Donations, Online Sales and Business Development) that was reflected on the miss achieved the actual total income.

Certification program there was no income in month of September that was the main reason for missing the Q3 target.

Our focus will be on the most contributor items to the revenue like (Membership contribute 40%, Certification Programs contribute 35%).

Compering the Certification programs between the general ledger (\$2800) and the countries detail (\$0).

Income



Our focus will be on the most contributor items to the revenue like (Membership contribute 40%, Certification Programs contribute 35%).

Compering the Certification programs between the general ledger (\$ 2800) and the countries detail (\$0).

8 countries showed no income in certification program for 3 consecutive quarter.

10 countries (50%) contributed to income certification program up to date.

Expenditure



Compering the Membership between the general ledger (\$125) and the countries detail (\$0).

Still 71% of the budgeted expenses is Employees Remunerations

Board Expenses should take provisions each quarter \$2500

Performance



Profit and Loss

Q3 recorded the second loss (expenses is more than income)

Three months of this quarter recorded losses (July, Aug and Sep)

Bank Accounts

Endowment Fund donations recorded no income quarter two and quarter three.

CHECKING ACCOUNT BALANCE declined may be due to quarter losses.

Recommendations

- 1- Board expenses item in Expenditure to take provision monthly bases.
- 2- Q4 is the last chance for WGI to achieve the 2021 target, its recommended to focus on the big item income streams.



WILLIAM GLASSER
INTERNATIONAL



		% of Total Budget	2021 Budget	Actual Year to Date	Achievements %	% of Actual Total Income
1	Certification Programs	39.9%	\$37,500.00	\$ 28,460.00	75.9%	45.5%
2	Faculty Training and Endorsements	4.3%	\$ 4,000.00	\$ 915.00	22.9%	1.5 %
3	Take Charge of Your Life	4.3%	\$ 4,000.00	\$ 2150.00	63.2%	3.4 %
4	Workshops/Post- Certification Programs	5.8%	\$ 5,500.00	\$ 285.00	5.2%	0.5 %
5	Membership	34.5%	\$32,500.00	\$ 23,938.00	73.7%	38.3 %
6	Donations	5.8%	\$ 5,500.00	\$ -	0.0%	
7	Online Sales	0.1%	\$ 100.00	\$ -	0.0%	
8	Business Development - MO Governance Packs	5.8%	\$ 5,500.00		0.0%	
9	WGI Merchandise Sales	0.1%	\$ 100.00	\$ 180.00	180.0%	0.3 %
10	Symposium	7.1%		\$ 6,649.00		10.6 %
11	Miscellaneous income	0.005%		\$ 5.00		
	TOTAL INCOME		\$ 94,100.00	\$ 62,582.00	66.5%	

Budgeted vs Actual Revenue Big Streams

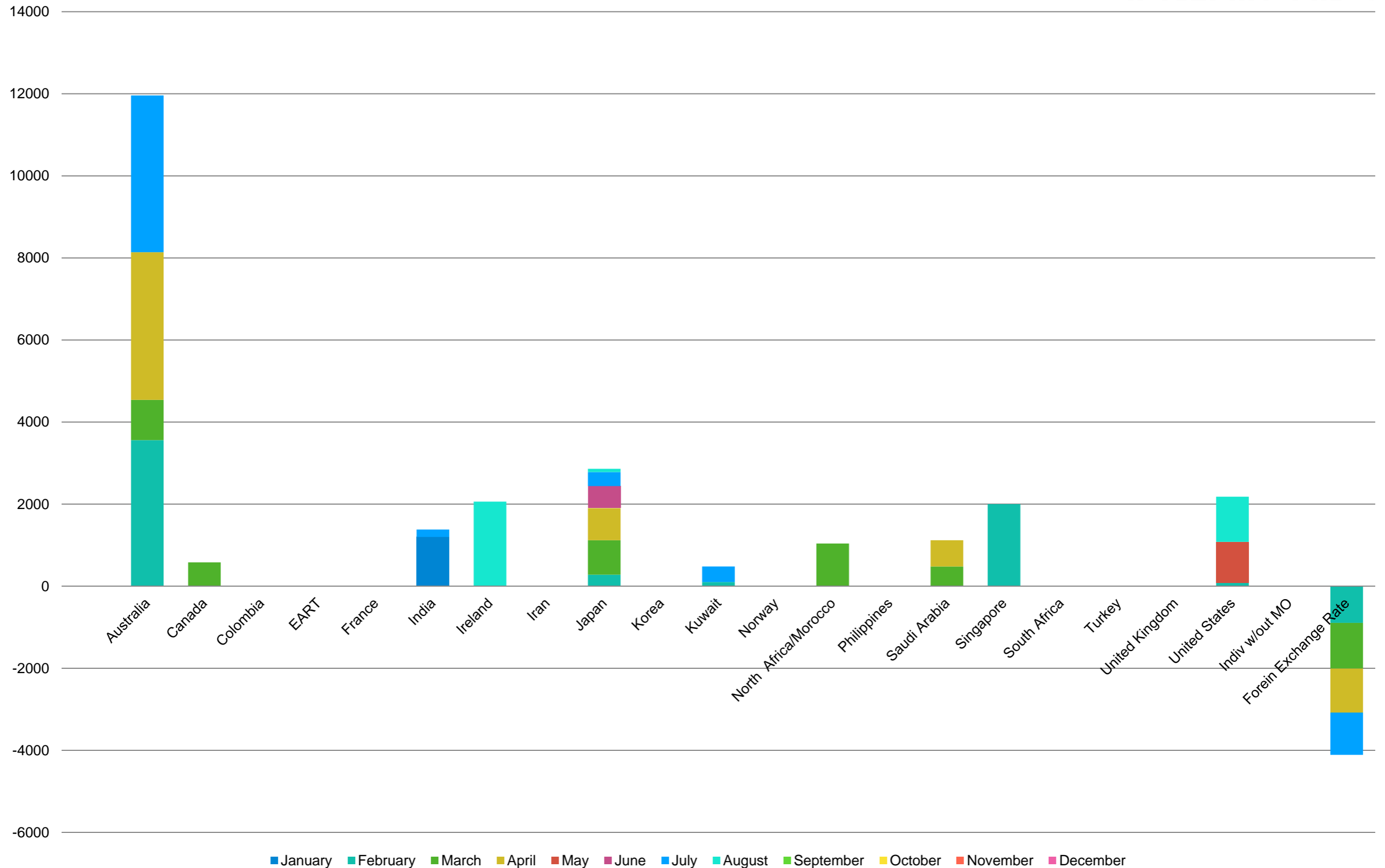
		% of Total Budget	2021 Budget	Actual Year to Date	Achieve-ments %	% of Actual Total Income
1	Certification Programs	39.9%	\$37,500.00	\$ 28,460.00	75.9%	45.5%
2	Faculty Training and Endorsements	4.3%	\$ 4,000.00	\$ 915.00	22.9%	1.5 %
3	Take Charge of Your Life	4.3%	\$ 4,000.00	\$ 2150.00	63.2%	3.4 %
4	Workshops/Post- Certification Programs	5.8%	\$ 5,500.00	\$ 285.00	5.2%	0.5 %
5	Membership	34.5%	\$32,500.00	\$ 23,938.00	73.7%	38.3 %
6	Donations	5.8%	\$ 5,500.00	\$ -	0.0%	
8	Business Development - MO Governance Packs	5.8%	\$ 5,500.00		0.0%	
10	Symposium	7.1%		\$ 6,649.00		10.6 %
	TOTAL INCOME		\$ 94,100.00	\$ 62,582.00	66.5%	

Certification Programs

		January	February	March	April	May	June	July	August	September	
Australia			\$3,560.00	\$980.00	\$3,600.00			\$3,820.00			\$11,960.00
Canada				\$580.00							\$580.00
Colombia											\$0.00
EART											\$0.00
France											
India		\$1,200.00						\$180.00			\$1,380.00
Ireland									\$2,060.00		
Iran											\$0.00
Japan			\$280.00	\$840.00	\$780.00		\$540.00	\$340.00	\$80.00		\$2,860.00
Korea											\$0.00
Kuwait			\$100.00					\$380.00			\$480.00
Norway											\$0.00
North Africa/Morocco				\$1,040.00							\$1,040.00
Philippines											\$0.00
Saudi Arabia				\$480.00	\$640.00						\$1,120.00
Singapore			\$2,000.00								\$2,000.00
South Africa											\$0.00
Turkey											\$0.00
United Kingdom											\$0.00
United States			\$80.00			\$1,000.00			\$1,100.00		\$2,180.00
Indiv w/out MO											\$0.00
Forein Exchange Rate			-\$893.75	-\$1,113.52	-\$1,072.60			-\$1,031.13			
TOTAL		\$1,200.00	\$5,126.25	\$2,806.48	\$3,947.40	\$1,000.00	\$540.00	\$3,688.87	\$3,240.00	\$0.00	\$21,549.00

Certification Programs

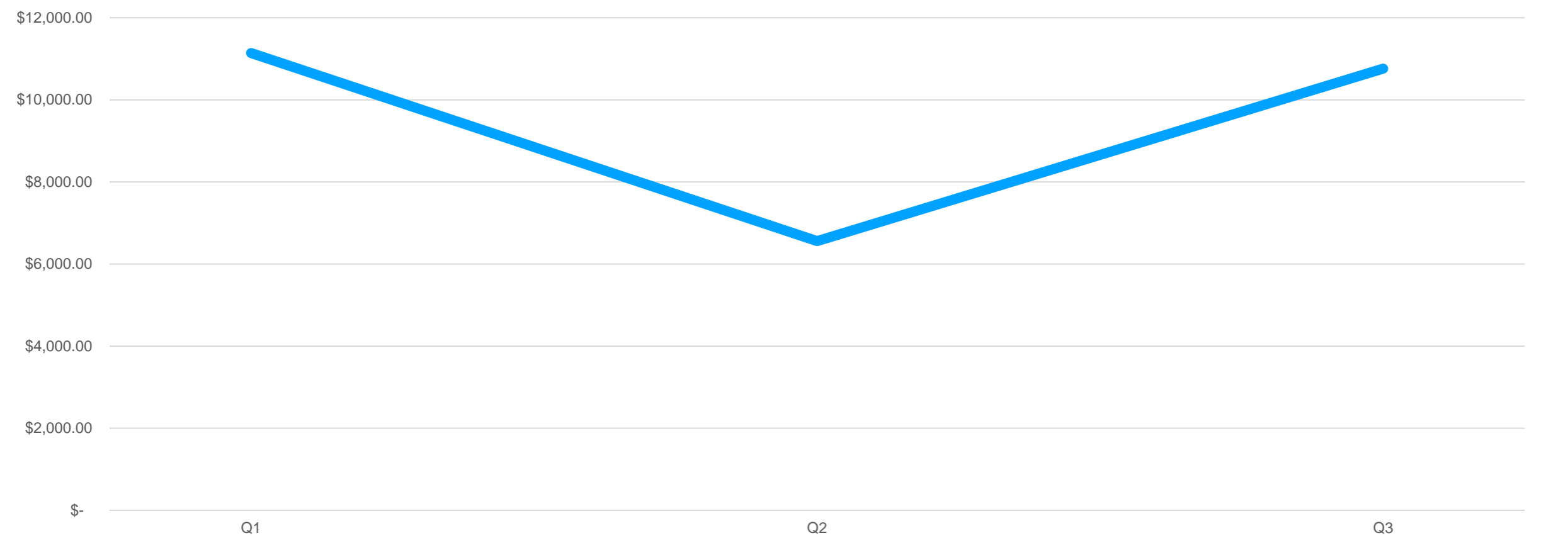
Training



Certification Programs

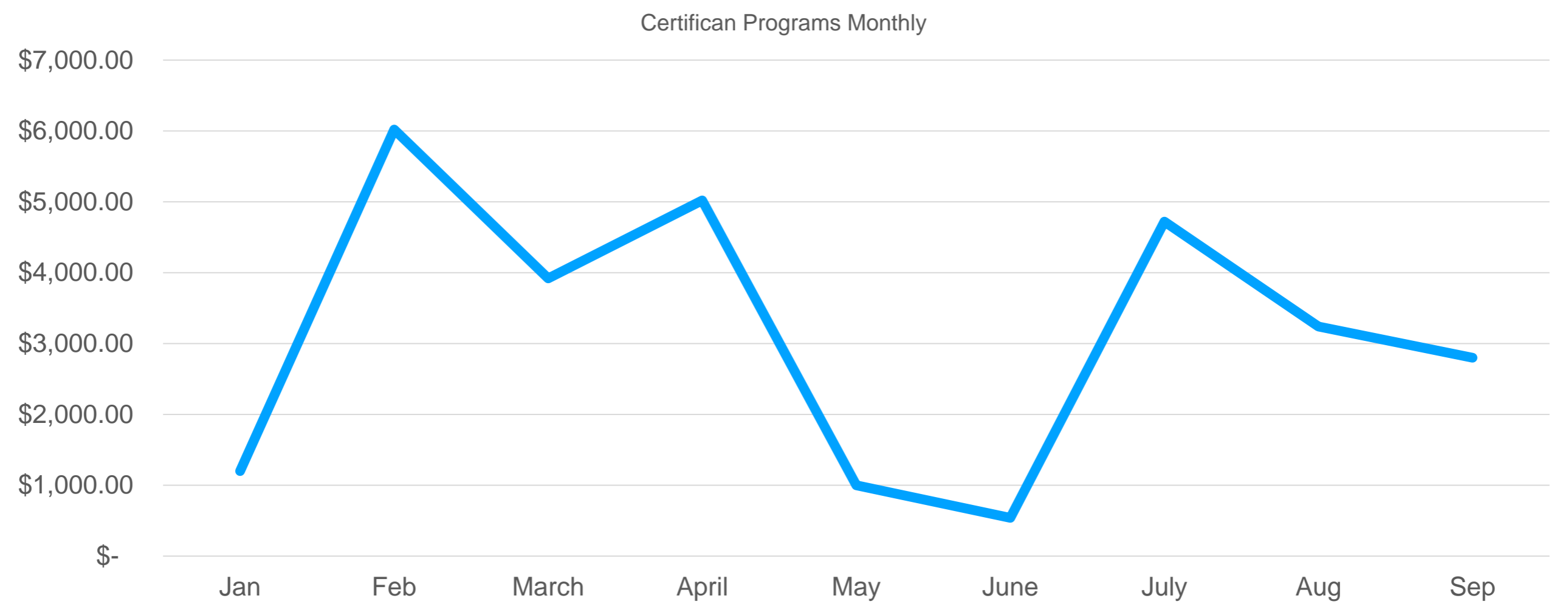
Quarterly

Q1		Q2		Q3
\$ 11,140.00		\$ 6,560.00		\$ 10,760.00



Certification Programs Monthly

Jan	Feb	March	April	May	June	July	Aug	Sep
\$ 1,200.00	\$ 6,020.00	\$ 3,920.00	\$ 5,020.00	\$ 1,000.00	\$ 540.00	\$ 4,720.00	\$ 3,240.00	\$ 2,800.00

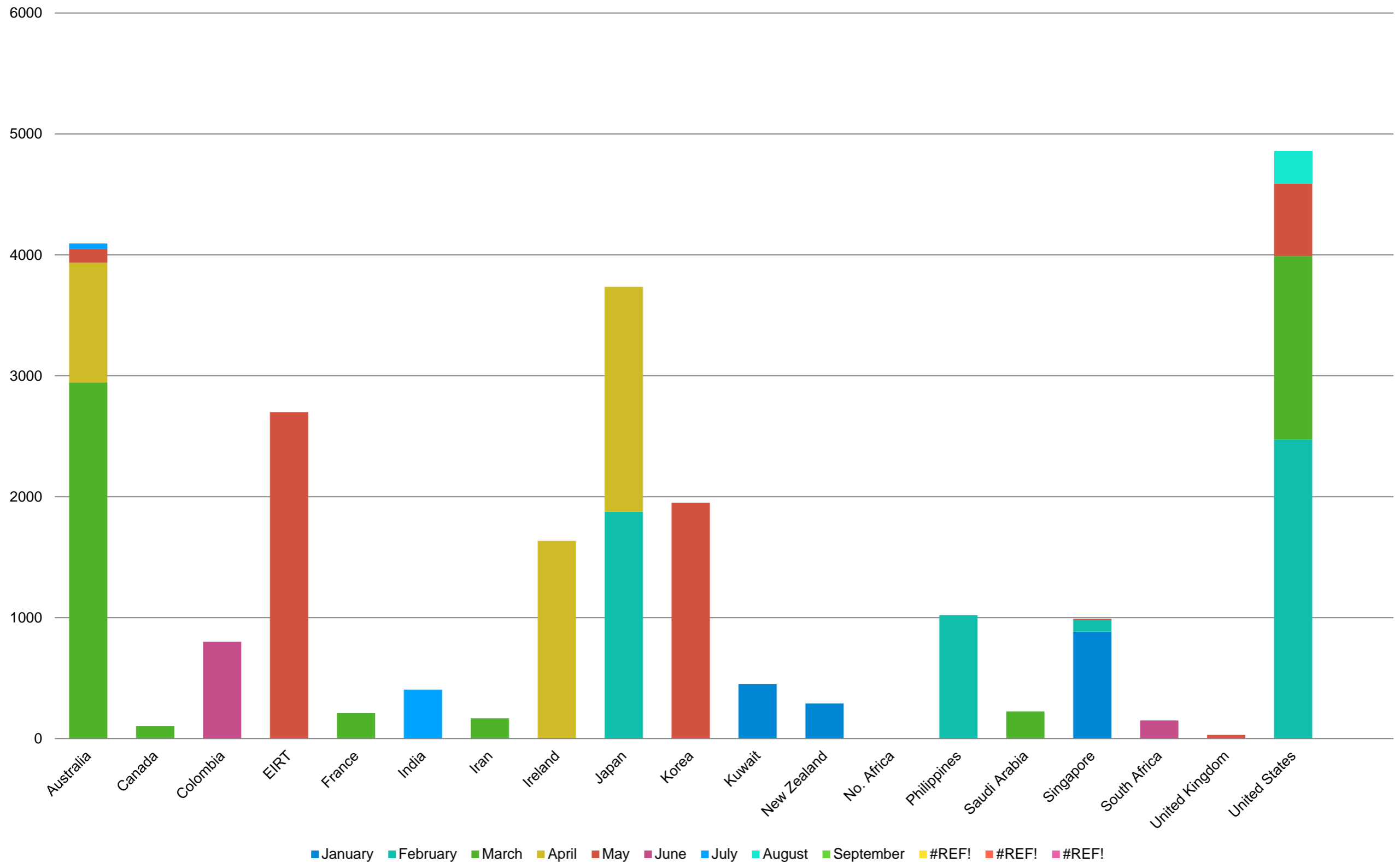


Membership	January	February	March	April	May	June	July	August	Septemb er	Total
Australia			\$2,945.00	\$990.00	\$115.00		\$40.00			\$4,090.00
Canada			\$105.00							\$105.00
Colombia						\$800.00				\$800.00
EIRT					\$2,700.00					
France			\$210.00							
India							\$405.00			\$405.00
Iran			\$168.00							\$168.00
Ireland				\$1,635.00						
Japan		\$1,875.00		\$1,860.00						\$3,735.00
Korea					\$1,950.00					\$1,950.00
Kuwait	\$450.00									\$450.00
New Zealand	\$290.00									\$290.00
No. Africa										\$0.00
Philippines		\$1,020.00								\$1,020.00
Saudi Arabia			\$225.00							\$225.00
Singapore	\$885.00	\$95.00			\$10.00					\$990.00
South Africa						\$150.00				\$150.00
United Kingdom					\$30.00					\$30.00
United States		\$2,475.00	\$1,515.00		\$600.00			\$270.00		\$4,860.00
										\$0.00
Foreign Exchange/Fees					-107.17	-16.2				-\$123.37
TOTAL	\$1,625.00	\$5,465.00	\$5,168.00	\$4,485.00	\$5,297.83	\$933.80	\$445.00	\$270.00	\$0.00	\$23,689.63

Membership



Membership

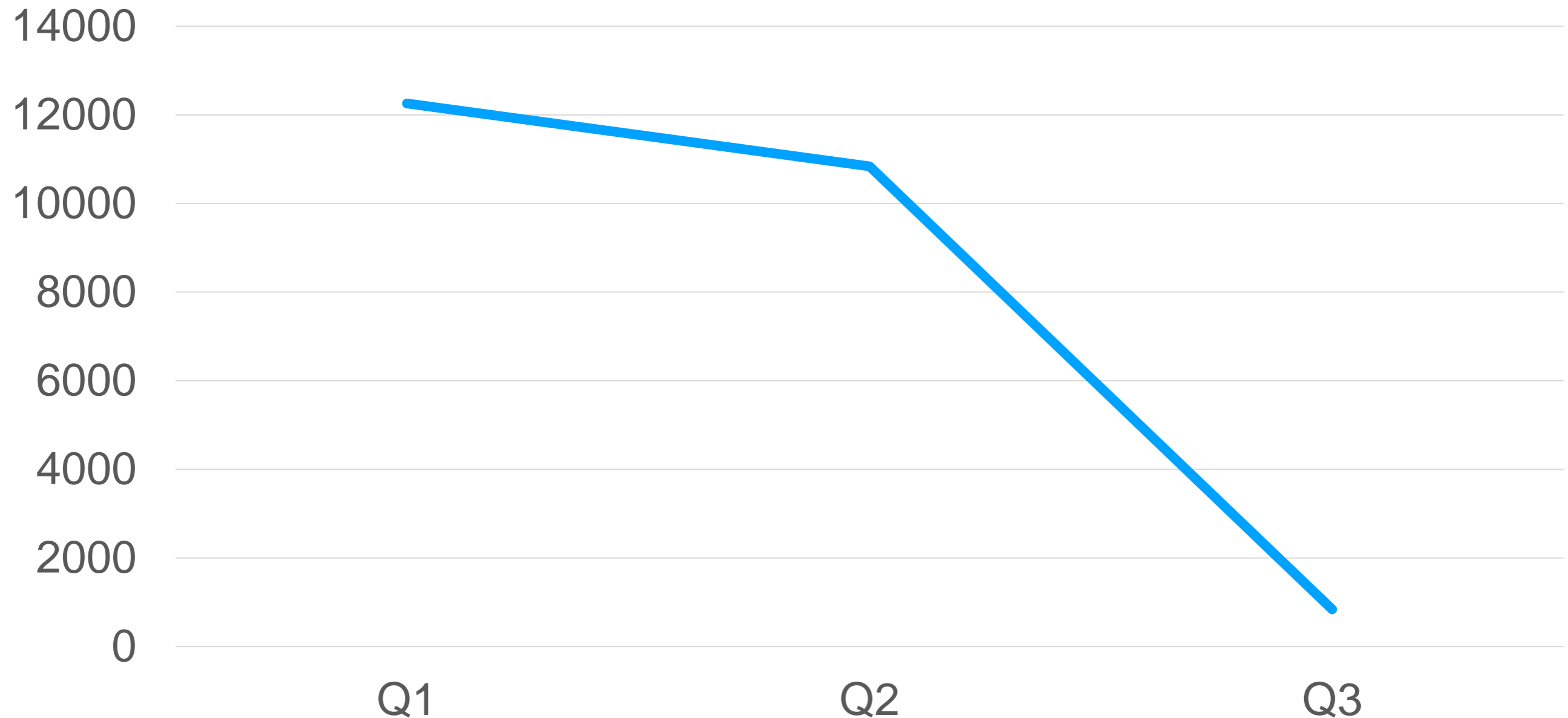


Membership



Q1	Q2	Q3
12258	10840	840

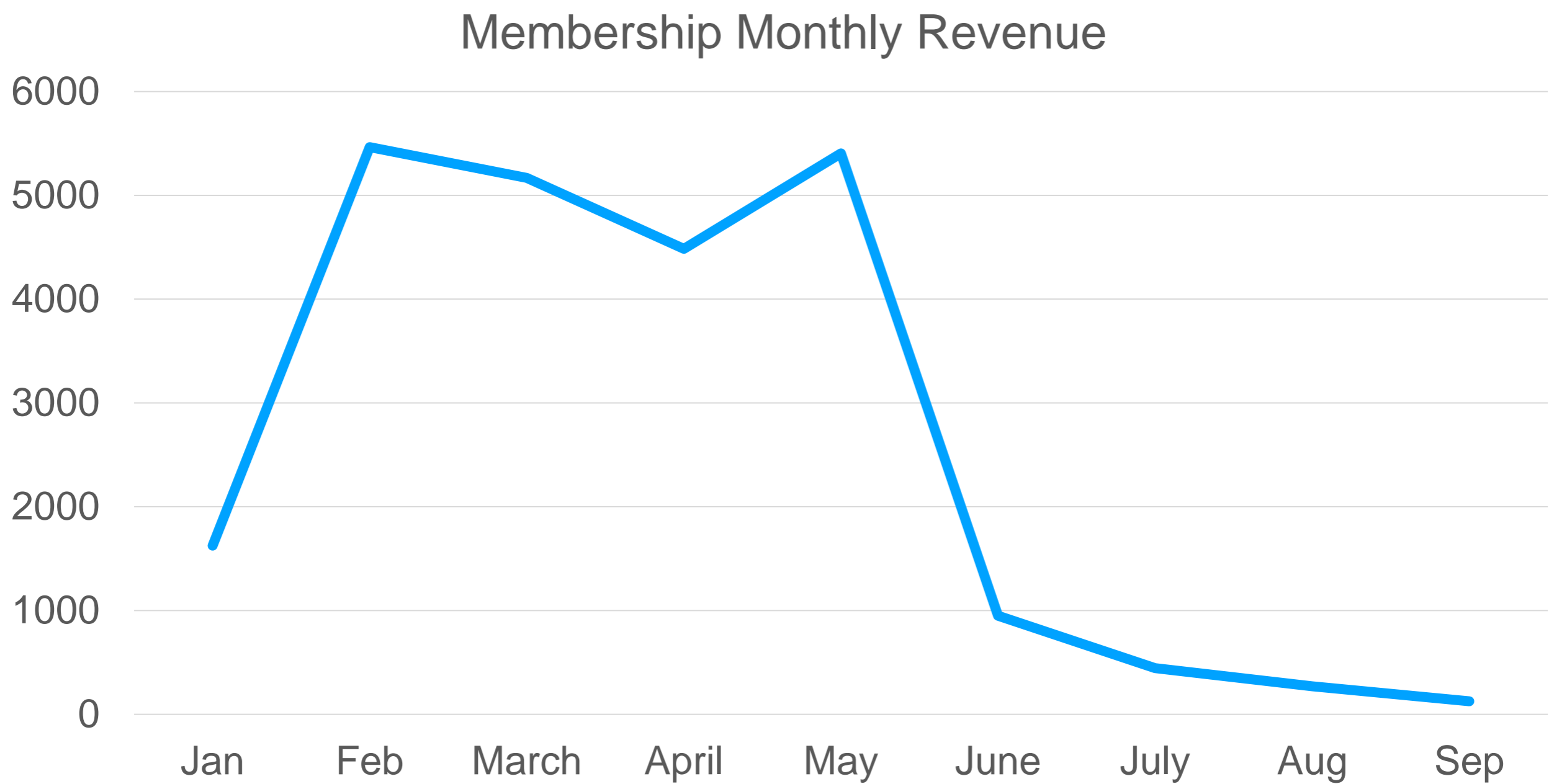
Membership Quarterly Revenue



Membership



Jan	Feb	March	April	May	June	July	Aug	Sep
1625	5465	5168	4485	5405	950	445	270	125





WILLIAM GLASSER
INTERNATIONAL



EXPENDITURE BUDGET

EXPENDITURE	% of Total Expenses	2021 Budget	Actual Year to Date	% Of Budget	% of Actual Total Expenses
Executive Director	41%	\$ 37,200.00	\$ 27,900.00	75.0%	51%
Financial Manager, Webmaster, Clerical & Data Entry	20%	\$ 18,000.00	\$ 13,500.00	75.0%	25%
Legal services	2%	\$ 1,500.00	\$ -	0.0%	0%
Accounting services	2%	\$ 2,000.00	\$ 1,690.00	84.5%	3%
Journal	1%	\$ 500.00	\$ -	0.0%	0%
Marketing and PR	3%	\$ 3,000.00	\$ -	0.0%	0%
IT Investments & Expenses	3%	\$ 3,000.00	\$ 3,379.03	112.6%	6%
Office Supplies	1%	\$ 500.00	\$ 304.88	61.0%	1%
Printing	1%	\$ 750.00	\$ 200.37	26.7%	0%
Banking charges/Paypal fees	2%	\$ 2,000.00	\$ 2,712.18	135.6%	5%
Transaction Fees/Foreign Exchange Rate	0%	\$ -	\$ 4,283.42		8%
Interest	0%	\$ -	\$ -		0%
Insurance	4%	\$ 4,000.00	\$ 1,827.00	45.7%	3%
Telephone & Communications	1%	\$ 750.00	\$ 411.77	54.9%	1%
Postage	0%	\$ 400.00	\$ 462.13	115.5%	1%
Board Expenses	11%	\$ 10,000.00	\$ -	0.0%	0%
Conference Expenses	0%	\$ -	\$ (2,749.36)		-5%
Research	1%	\$ 1,000.00	\$ -	0.0%	0%
Senior Faculty Consultant Fees	2%	\$ 2,000.00	\$ 500.00	25.0%	1%
Emergency Account	5%	\$ 5,000.00	\$ -	0.0%	0%
Subscription/Dues	0%	\$ -	\$ -		0%
Faculty Expenses/Outside Consultant	0%	\$ -	\$ -		0%
Affiliate Commissions	0%	\$ -	\$ 189.00		0%
TOTAL EXPENSES		\$ 91,600.00	\$ 54,610.42	59.6%	

EXPENDITURE					
Executive Director	41%	\$ 37,200.00	\$ 27,900.00	75.0%	45%
Financial Manager, Webmaster, Clerical & Data Entry	20%	\$ 18,000.00	\$ 13,500.00	75.0%	22%
Legal services	2%	\$ 1,500.00	\$ -	0.0%	0%
Accounting services	2%	\$ 2,000.00	\$ 1,690.00	84.5%	3%
Journal	1%	\$ 500.00	\$ -	0.0%	0%
Marketing and PR	3%	\$ 3,000.00	\$ -	0.0%	0%
IT Investments & Expenses	3%	\$ 3,000.00	\$ 3,379.03	112.6%	5%
Office Supplies	1%	\$ 500.00	\$ 304.88	61.0%	0%
Printing	1%	\$ 750.00	\$ 200.37	26.7%	0%
Banking charges/Paypal fees	2%	\$ 2,000.00	\$ 2,712.18	135.6%	4%
Transaction Fees/Foreign Exchange Rate	0%		\$ 4,283.42		7%
Interest	0%	\$ -	\$ -		0%
Insurance	4%	\$ 4,000.00	\$ 1,827.00	45.7%	3%
Telephone & Communications	1%	\$ 750.00	\$ 411.77	54.9%	1%
Postage	0%	\$ 400.00	\$ 462.13	115.5%	1%
Board Expenses	11%	\$ 10,000.00	\$ 7,499.97	75.0%	12%
Conference Expenses	0%		\$ (2,749.36)		-4%
Research	1%	\$ 1,000.00	\$ -	0.0%	0%
Senior Faculty Consultant Fees	2%	\$ 2,000.00	\$ 500.00	25.0%	1%
Emergency Account	5%	\$ 5,000.00	\$ -	0.0%	0%
Subscription/Dues	0%		\$ -		0%
Faculty Expenses/Outside Consultant	0%		\$ -		0%
Affiliate Commissions	0%		\$ 189.00		0%
TOTAL EXPENSES		\$ 91,600.00	\$ 62,110.39	67.8%	

Staff Remuneration EXPENDITURE

EXPENDITURE				
Executive Director	41%	\$37,200.00	\$ 27,900.00	75.0%
Financial Manager, Webmaster, Clerical & Data Entry	20 %	\$ 18,000.00	\$ 13,500.00	75 %
Board Expenses	11 %	\$ 10,000.00	\$ -	0.0%
Total		\$ 65,200.00	\$ 41,400	
% of Total Expenditure		71.2%		
TOTAL EXPENSES		\$ 91,600.00	\$ 41,400	60 %



VILLIAM GLASSER
INTERNATIONAL



PROFIT/LOSS



Quarterly

Q 1	Q 2	Q 3
11708	-203.1	-3533

Monthly

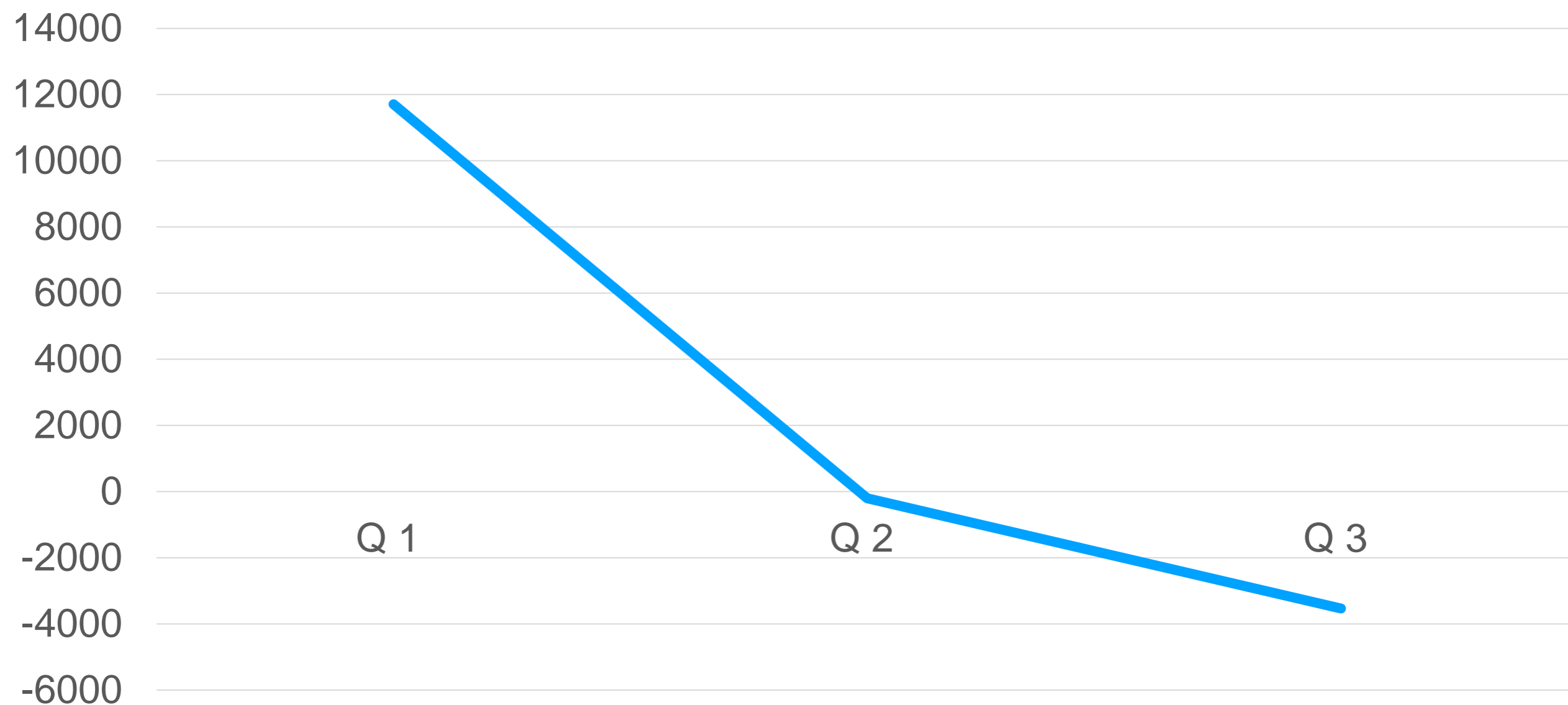
Jan	Feb	March	April	May	June	July	Aug	Sep
-2656	8050.7	5313.3	\$ 2,399.34	\$ (2.09)	-2600	-1580	-1425	-528.9



WILLIAM GLASSER
INTERNATIONAL

Q 1	Q 2	Q 3
11708	-203.1	-35333

P & L for 3 Quarters



Jan	Feb	March	April	May	June	July	Aug	Sep
-2656	8050.7	5313.3	\$ 2,399.34	\$ (2.09)	-2600	-1580	-1425	-528.9





WILLIAM GLASSER
INTERNATIONAL

Internet Banking

Monday, October 15, 2012 [Customer Feedback](#) [Log Off](#)

Account Information
Transfer
Deposit
Bill
Pay
Y
E

GTBank

Bank Statement

Account Status

Account Number	Current Balance	Account Type	Interest	Bank Balance	Available Balance	Account Status
000000000000	\$24.10	Checking Account	0.00	\$24.10	\$24.10	Active
000000000000	\$0.00	Savings Account	0.00	\$0.00	\$0.00	Overdraw

* Click on the Account Number to see details for an account.



WILLIAM GLASSER
INTERNATIONAL

	Actual Year to Date	Jan	Feb	March	April	May	June	July	Aug
CHECKING ACCOUNT BALANCE		16,103.97	20,691.73	25,732.26	26,848.87	29,289.35	25,938.60	26,836.75	24,445.09
Endowment Fund donations	368.26	365.00		3.26					
Edward Jones									
Investment Account				88,530. 76	88,825. 24	92,199. 73	92,710. 66		96,889. 53
Endowment Fund				235,57 6.61	232,35 1.14	239,58 0.95	\$243,73 8.56		251,65 1.45

E



WILLIAM GLASSER
INTERNATIONAL

[illegible]

CHECKING ACCOUNT BALANCE



WILLIAM GLASSER
INTERNATIONAL

\$35,000.00

\$30,000.00

\$25,000.00

\$20,000.00

\$15,000.00

\$10,000.00

\$5,000.00

\$-

Jan

Feb

March

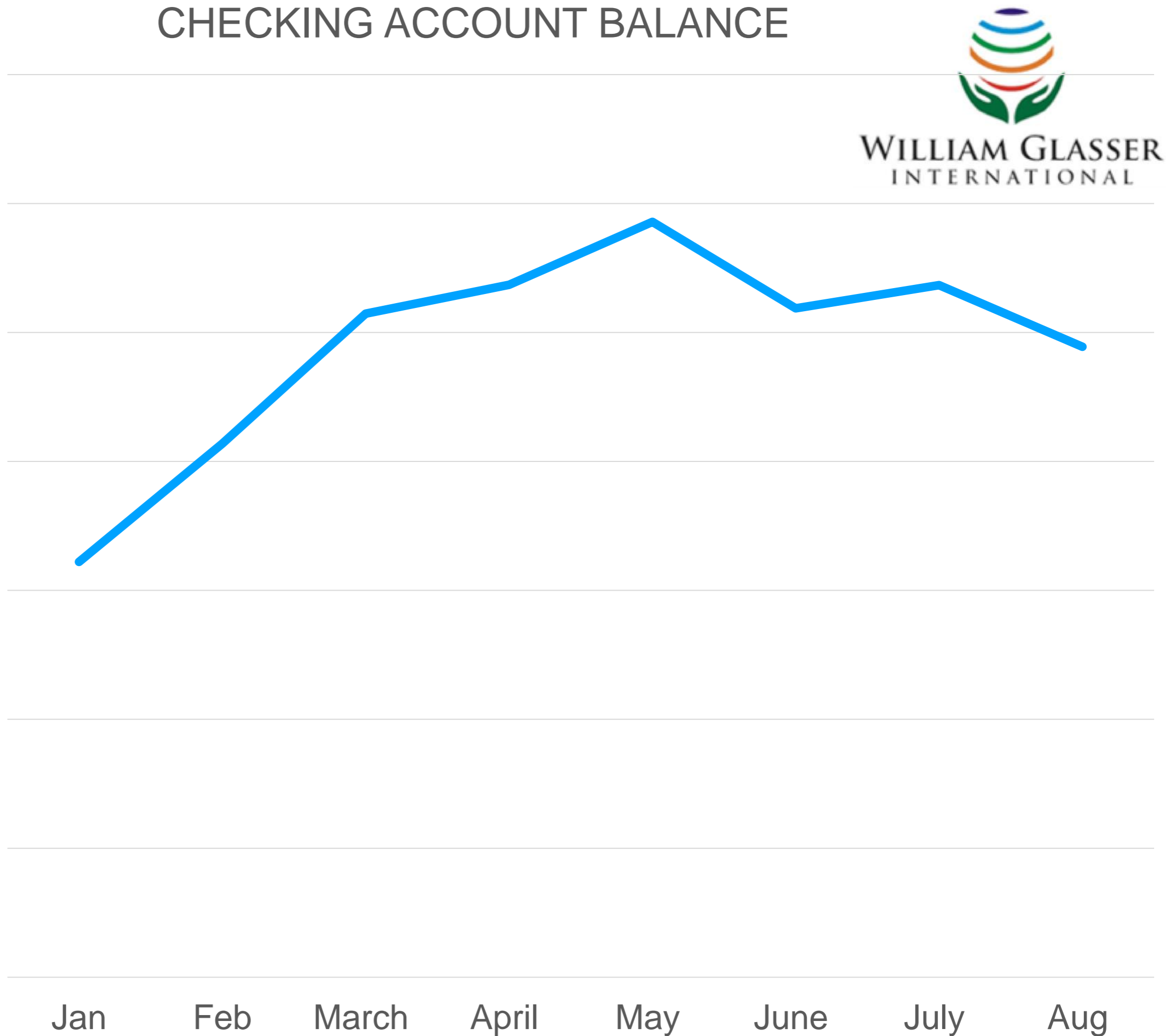
April

May

June

July

Aug



Endowment Fund donations



	Jan	Feb	March	April	May	June	July	Aug
Endowment Fund donations	\$ 365.00		\$ 3.26					

Edward Jones

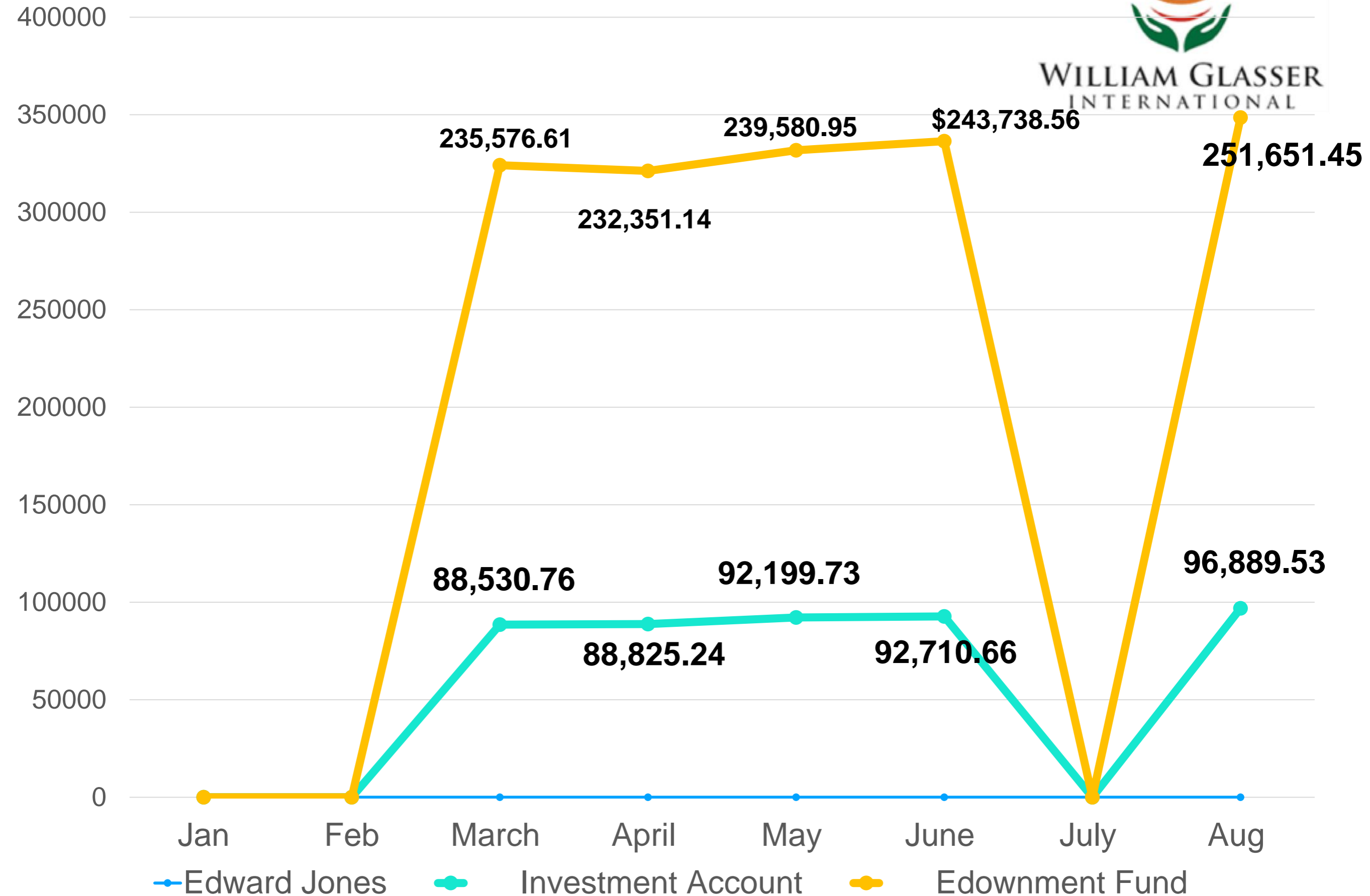


	Jan	Feb	March	April	May	June	July	Aug
Edward Jones								
Investment Account			88,530.76	88,825.24	92,199.73	92,710.66		96,889.53
Monthly add				294.48	3,374.49	510.93		4,178.87
Endowment Fund			235,576.61	232,351.14	239,580.95	\$243,738.56		251,651.45
Monthly Growth				-3,225.47	7,229.81	4,157.61		7,912.89

Edward Jones



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INTERNATIONAL

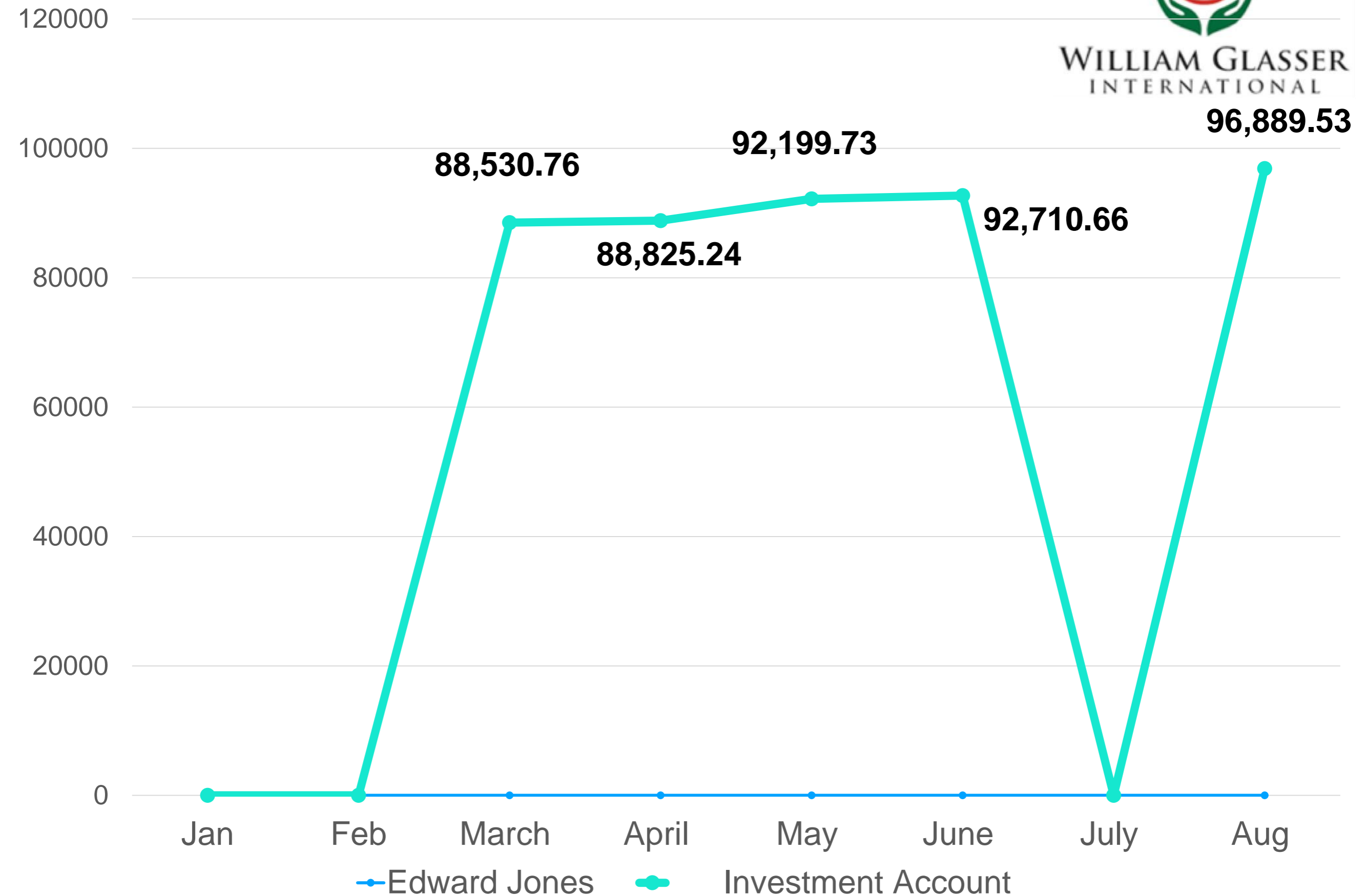


	Jan	Feb	March	April	May	June	July	Aug
Edward Jones								
Investment Account			88,530.76	88,825.24	92,199.73	92,710.66		96,889.53
Monthly add				294.48	3,374.49	510.93		4,178.87

Investment Account



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Investment Account Monthly Growth



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Endowment Fund

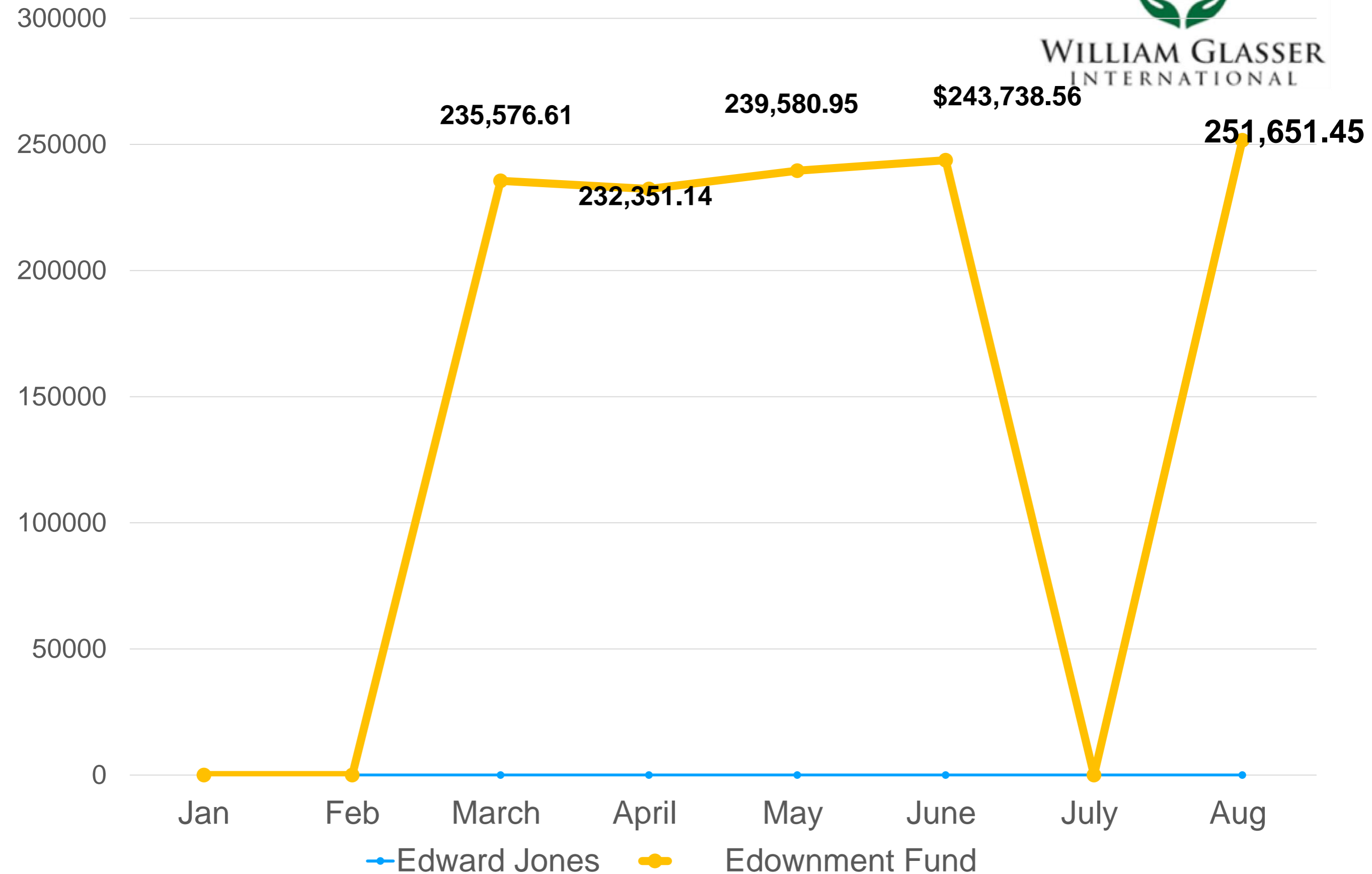


	Jan	Feb	March	April	May	June	July	Aug
Edward Jones								
Endowment Fund			235,576.61	232,351.14	239,580.95	\$243,738.56		251,651.45
Monthly Growth				-3,225.47	7,229.81	4,157.61		7,912.89

Endowment Fund



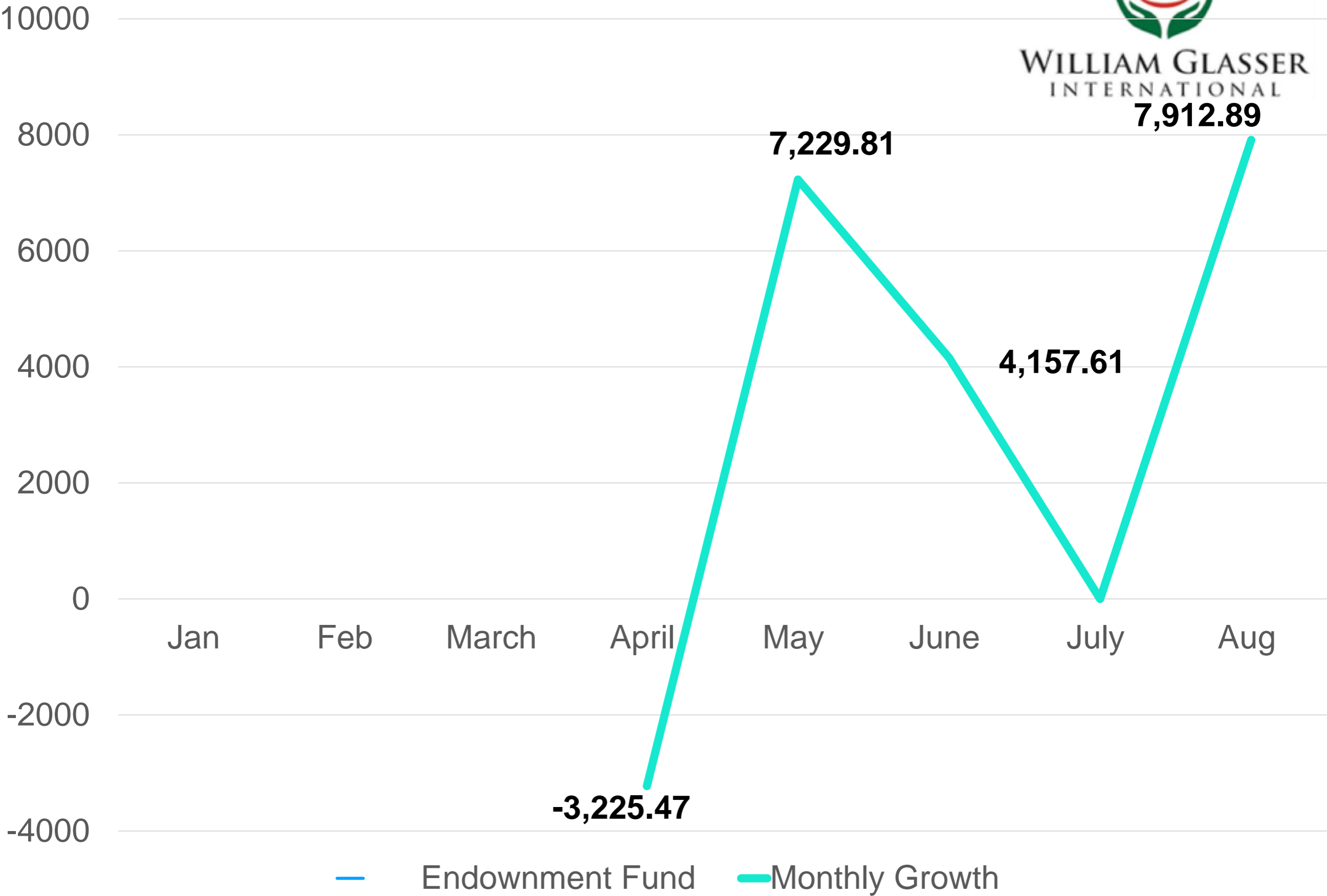
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Endowment Fund Monthly Add



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INTERNATIONAL



HOW TO BECOME A WGI MEMBER ORGANISATION

PRELIMINARY STAGE

1. Prior to any interest in acquiring official status, some or all of the following will have normally occurred:
 - 1.1 An individual or group from a particular area (referred to in this document as a “new area”), without an official WGI organisation, has taken CT/RT training to full WGI certification in their own area or elsewhere.
 - 1.2 This individual and/or group wishes to have training within their own area.
 - 1.3 This individual or group wishes to create an association to promote further training.
 - 1.4 This individual or group begins to organise courses in their area in an unofficial capacity.

MENTORING STAGE

- 2 Early in the process, the group works closely with WGI’s MO Committee to achieve Stage 1 status. The MO Committee members are most familiar with this process. Should there be language barriers or other obstacles in this process, the Committee may invite a senior faculty to work with the group.
 - 2.1 The MO Committee will:
 - (a) hold monthly meetings for you to attend.
 - (b) assist you in locating any relevant policies and procedures.
 - (c) be willing and able to answer any questions you have about becoming a WGI Member Organization.
 - (d) communicate with you in English or work with your translator to ensure understanding.
 - (e) be aware of, and ask questions when unsure, of cultural considerations of the group.
 - (g) work diligently to advance you toward MO status at a pace that is comfortable for you.
 - 2.2 The MO Committee and mentor, should one be assigned, provides support and continues to build relationships with the people involved.

DEV. OCT 07, 2012; Updated Apr. 4, 2017, Revised Nov. 26, 2021

- 2.3 The organising group will be current members of WGI.
- 2.4 At least three persons from the area will have completed the certification process in the previous two years.
- 2.5 After a reasonable period from between 12 months and 18 months, where the group has been co-ordinating training in an unofficial capacity in conjunction with a faculty member, there is sufficient experience for the group to consider forming an official organisation.
- 2.6 The MO Committee, throughout the process, advises WGI and surrounding MOs of the group's progress.
- 2.7 Being a mentor places no obligation on the mentor to work as faculty for the group being mentored, nor does it preclude such a role, provided the mentor honors WGI's policy of having different trainers for different stages of faculty training.
- 2.8 Other WGI faculty apart from the mentor, may offer or be invited to work as faculty in the new area and this faculty is recommended to collaborate with the mentor.
- 2.9 The mentor may, with specific WGI approval, propose some variations or exceptions in the initial training process to allow for initial difficulties and to encourage the development of the local organisation.
- 2.10 All of the associated individuals are committed to promoting CT/RT training with official approval of WGI and are ready to follow the guidelines to becoming an officially recognized organisation as stipulated in this document.

FORMAL APPLICATION STAGE

- 3. Because of WGI's articles of incorporation, we can only have not-for-profit organisations as member organisations. Any area, through a group of individuals wishing to form an association or organisation to represent that area as a not-for-profit entity, is to demonstrate its commitment by sending a formal application to WGI's Executive Director and Board Chair.
- 3.1 The formal application will include the following:
 - (a) the name and contact details of the designated leader of the group;
 - (b) the name and contact details of at least two other persons who will form the initial group;
 - (c) a commitment to the vision and mission of WGI;
 - (d) acceptance of the programs, policies and procedures of WGI;
 - (e) a written statement that this group as such is dedicated to the activities of WGI;
 - (f) a commitment in writing to working in a not-for-profit status or its equivalent in that area;
 - (g) provision of an official name for the organisation/association to be accepted by WGI;

DEV. OCT 07, 2012; Updated Apr. 4, 2017; revised Nov. 26, 2021

- (h) work with the WGI MO Committee, which offers assistance throughout the process.

FORMAL REGISTRATION STAGE

- 4. To be registered as a member organisation of WGI, it is essential for the organisation to be working in a not-for-profit capacity.
 - 4.1 If for any reason the organisation believes it is not possible for it to obtain official not-for-profit status in its own area, it should indicate this to WGI who may, in certain circumstances, accept as member organisations who do not have such official status but who are committed to working in a not-for-profit capacity.
 - 4.2 Once the organisation has an official not-for-profit status that is acceptable to WGI, the organisation sends the following to the WGI MO Committee through the Executive Director:
 - (a) copy of license/registration attesting to not-for-profit status OR copy of alternative document approved by WGI;
 - (b) list of Officers including Executive Committee of three to five or more according to the requirements of the area of origin, including the name of the Officer to serve as a contact person between the organisation and WGI;
 - (c) copy of its constitution and/or operating guidelines according to the requirements of the area of origin;
 - (d) copy of its bylaws;
 - (e) details of the organisation's website and other online presences.
- 5. Upon receipt of documentation, WGI's MO Committee applies the policy concerning official recognition of member organisations.
- 6. In normal circumstances the mentoring stage will continue until the first anniversary of the organisation acquiring official recognition or longer at the MO's request.

RIGHTS AND RESPONSIBILITIES OF OFFICIAL MEMBER ORGANISATIONS

- 7. Once recognised as an official member organisation by WGI this organisation will:

- 7.1 maintain communication with WGI
- 7.2 be listed as official on the official WGI website
- 7.3 be represented at official regional and international meetings of WGI
- 7.4 have formal WGI events publicised on the WGI website and publications
- 7.5 indicate its official affiliation on its own website
- 7.6 indicate its official affiliation on all its publications
- 7.7 use the official WGI logo on its website and publications
- 7.8 advertise and organise official WGI certification training
- 7.9 organise official WGI faculty training
- 7.10 issue certificates on behalf of WGI
- 7.11 collect monies on behalf of WGI and forward these to WGI
- 7.12 notify WGI of any change in name or structure
- 7.13 Sign a Stage 1 Letter of Intent with WGI

- 8. Official recognition by WGI may be withdrawn at any time due to any behaviour that is incongruent with WGI's values.

Board Staggering Terms

It is important for WGI to stagger the terms of its board members, so we always maintain a mix of new people with experienced ones. It is also written in our bylaws. Since everyone except three board members were elected to start service on the board beginning January 1, 2021, we would have a mass exodus in 2024. This would be extremely problematic and against our current bylaws.

The Executive Committee is suggesting that the three experienced board members: Shruti Tekwani, Fumiko Hamada and Kalikamurti Suich all remain on the board one more year for continuity. They will be replaced with a new election in 2022 instead of being replaced now. (Motion #1)

For WGI's financial security and fiscal responsibility, we are also recommending the treasurer position be an elected 2-year position, similar to the Chair's. It also take a large amount of time to change signatures on the investment information and there is a steep learning curve involved. This will give the treasurer time to either build relationships with the old finance committee or develop a new committee, create and progress goals and have time to act strategically rather than reactively. (Motion #2)

To make it all consistent, the Executive Committee is suggesting that all elections for the Executive Committee be two-year terms. This way there will only need to be elections for Chair, Vice-Chair, Secretary and Treasurer in odd numbered years. (Motion #3)

As to the staggering of board members, we currently have a total of 19 members on the board with two MOs in progress, giving us 21 members. This means seven should be elected each year. Our former staggering chart looked like this:

2019	2020	2021
C. USA 3	A. USA 1	B. USA 2
F. AUS/NZ	D. CAN 1	E. CAN 2
I. ASIA 2	G. ASIA 1	H. LATIN AMER
L. EUROPE 2	J. EUROPE 1	K. AFRICA +

Of course, this was when we had representative representing regions instead of individual MOs and some regions, based on how many people in the region were certified, had more than one representative. If we were to develop a new plan, it could look like this:

2022	2023	2024
AUSTRALIA		
JAPAN		
UNITED STATES		
UAE (2025)		
BAHRAIN (2025)		

TURKEY (2025)		

The rest of the board members would need to be divided with one member completing their term in 2022 and seven completing their terms in 2023 and 2024. Currently, everyone on the board would have their terms expiring in December 2023, except for Kalika, Shruti and Fumiko. Is there one board member willing to end their term a year early in December 2022? Are there seven of you who would be willing to serve an additional year until 2024? Once the chart is complete, solidifying the staggering terms would comprise **Motion #4**.