



William Glasser International
WGI Board Minutes of Meeting #
April 29, 2022 1300 UTC

Zoom information: 275-698-2209
<https://zoom.us/j/2756982209>

In Attendance

Denise Daub
Kim Olver
Farida D'Silva Dias
Shruti Tekwani
Kalikamurti Saraswati Suich
Fumiko Hamada
Sonia Munoz (1322)
Meenakshi Mhambre
Bette Balance
Gymy Lim
Lynn Sumida
Eun-Jin Kim (EJ)
Denzyl Witbooi
Kaoutare ben abbou (1411)

1. Take attendance to check quorum requirements -Farida

Quorum established – 7 voting participants

2. Approve February minutes -Farida
Lynn moved to approve
Bette seconded

*Denzyl-make a note of the conference dates in the February minutes

3. Motions – 5 flying motions from March minutes

All motions passed. Kalika & Kim will send me numbers to record at bottom of March minutes.

4. Protocol around flying motions
 - To be done in survey monkey going forward and send to board
 - Add people who already voted
 - Add disclaimer that if you voted already not to vote again

5. Approve March minutes

Move by Kalika

Seconded by Fumiko

Approved pending adding flying-motion numbers to March minutes

6. Finance Committee Report

- Presented powerpoint to board members present. To be attached to the minutes.
- Finance committee is responsible for reporting & board responsible for bringing in the money.
- Letter to go out to MOs about the communications skills course.
 - On slider on website so more easily seen
- Letter for donations and donations to be used for expenses instead of going to EJ
- Farida-why can't we do charts digitally? Why are we still printing charts?
- Kalika-certificates can possibly also be done digitally
 - Table for July meeting
- Finance committee can take line item for "journal" off budget as we no longer pay someone else to do the journal, Denise now does it.
- Financial assistance to attend Board Meeting in Tokyo – Kalika
- Add printing budget amount to office expenses to increase office expenses
- Ahmed will be updating some of the slides

Motion to accept financial presentation

Kalika moved

Lynn seconded

Shruti Tekwani	4
Kalikamurti	5
Fumiko Hamada	4
Sonia Munoz	4
Meenakshi Mhambre	4
Lynn Sumida	4
Eun-Jin Kim (EJ)	4

Motion passed

- Kalika – Finance committee bought more shares in company FRANKLIN RISING DIVIDENDS CL A for \$3681 (attach document to minutes from EJ)
- Kalika-approved the taxes for 2021 for submitting

7. Training Policy – Kim & Lynn

Kim does not have the training policy she will send to the board for feedback and it can be approved at next board meeting.

8. Board face to face discussion-Kalika

Review of document sent

- One off document, not to be used as a protocol for subsequent board meeting.
- Board needs to decide to cut back who they want to fund or use money from the investment fund to cover the difference from the budget
- Farida needs the \$1000 after all because the flights are more than she expected
- Need Kim's to pay ½ of Kim's airfare
- Lynn-question whether we should pay youth representative to come to board meeting at this time, not setting precedent, because she hasn't attended any meetings to date.
- Farida-thinks we need to have the youth representative at the board meeting. Shruti has worked hard to get a representative.
- Shruti-does the youth representative have a vote?
 - Kalika-no different than a level 1 MO. The rep will have influence and a say.
- Criteria can be about funding or the importance of a face to face meeting
- Bette may not be attending, but will be on zoom if she cannot be there.
- EJ will attend on zoom
- Kaoutare will attend on zoom
- Gymy will not attend on zoom

Total cost of \$15,163.37. The budget allows for \$14,000 and is agreed to, and the difference will come from the investment account.

- Denzyl - It's a decision about principles and deciding what is important to us as an organization.
- Fumiko-maybe let's concentrate on only people involved in strategic planning
- Kalika-remind that the executive committee agreed to pay the airfares for who they deemed necessary
- Lynn-are we going to invest on the max people to be at the board meeting

Motion: If we need to go over the amount of \$14000 in the budget we will because we value the importance of investing in this board meeting

Kalika moved

Lynn seconded

Shruti Tekwani	4
Kalikamurti Saraswati Suich	5
Fumiko Hamada	4
Sonia Munoz	5
Meenakshi Mhambre	4
Lynn Sumida	4
Eun-Jin Kim (EJ)	3
Kaoutare ben abbou	4

Motion passed

Kalika - Does anyone want anything changed?

- Shruti's airfare is \$2700
 - She budgeted for \$1100
 - Add \$1600 to budget for Shruti
- Add \$300 to Lynn's airfare
- Kalika is adding \$300, Australia is contributing

New total \$-- \$2363.37 over budget

9. Updates on Summit and PD program – Kim

- Ali's PD went well
- Next summit coming up in October
- Training committee will be deciding the next PD speaker
 - Next date - June 14th
- Farida thanked Kim for all her effort on the summit
- Kim will send email out to MOs about PD & summit videos

10. Updates on WGI International Conference 2022(Tokyo) and 2024(US) – Fumiko, Kim

- Prices are going up, however, prices in Japan are normal
 - Eating out can be comparable to NY prices
- Check entry requirements
- Covid numbers are around 4000 people per day
- Carleen Glasser is coming in person
- Farida's presentation will be at Welcome party on the 27th. Could not be accommodated on the 28th.
- There will be zoom access to everyone
- Consecutive interpreting
- Masaki will take 15 minutes
 - Introduce Japan members (5 min)
 - Farida 40 minutes allow

11. Business arising

- Kim, Farida & Ahmed met with board members for Australia and agreed that WGI can build their budget on a percentage of the gross collected, they would be happy.
- Still working on something that will work for all MOs. To be on the agenda in July
- Lynn – how does MO's bring new items to board
 - Kim – new items go to ex comm first and then to the related committee
 - Nancy & Cathy Curtis request to go to research committee where they will present
 - Research committee will forward it to board
 - Mary Watson-3 different programs one for youth and would like to have them approved by WGI
 - Going to both the youth and training committee first

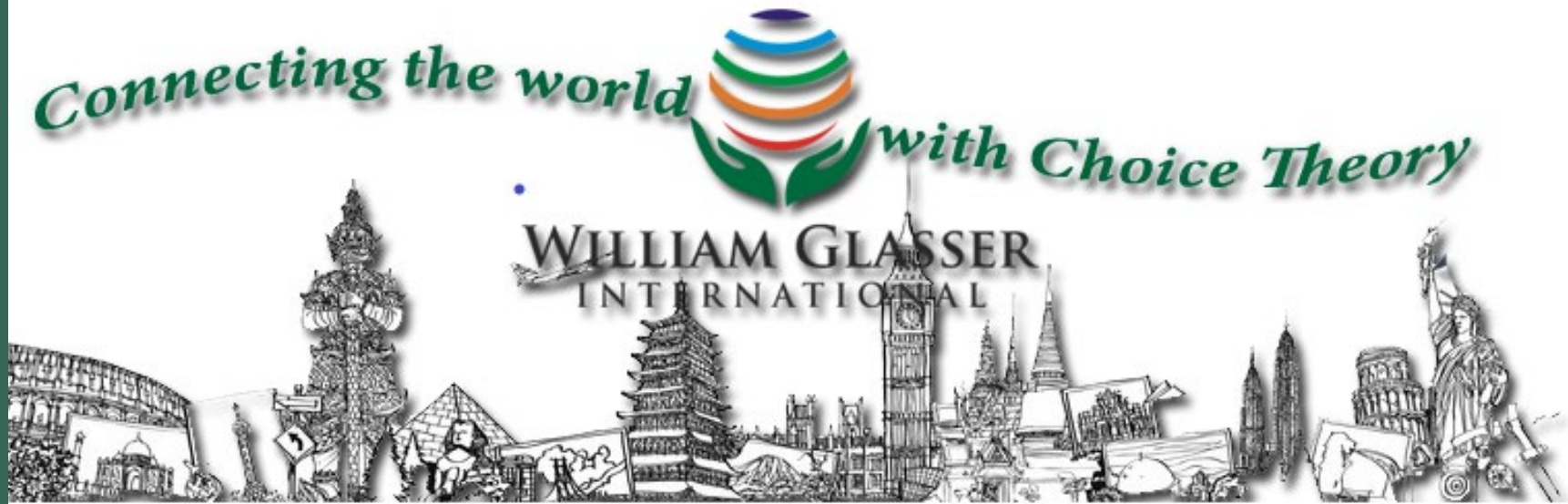
Farida D'Silva Dias, Chair
William Glasser International, Inc.

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

WGI Q1 2022

Financial Report

FINANCE AND INVESTMENT COMMITTEE- APRIL 2022



ANALYSIS TOOLS



1- Year to date (YTD)

Refer to the period of time beginning the first day of the current calendar year or fiscal year up to the current date. YTD information is useful for analyzing business trends over time.

2- Year on Year

Year-on-year (YOY) is a frequently used financial comparison for looking at two or more measurable events on an annualized basis.

3- Budget to Actual

A budget to actual analysis is a process by which a organization's budget is compared to actual results.

Q 1 – 2022 - INCOME



WGI performed well in the three analysis tools (doing better) in the following Income streams

1. Certifications Program, TCOYL, Memberships and Total Income
2. Main revenue items , Certification Program, TCOYL and Memberships. Beside Merchandise Sales, Miscellaneous Income and the Total Income.
 - Certification Program income came from 9 MOs (Countries)
 - Memberships Income came from 14 MOs
 - Six Income Items have zero activities

Q 1 – 2022 - INCOME



The following income streams are doing better according to the three analysis tools (YTD, YOY and Budget to Actual):

- 1- Certification Programs
- 2- TCOYL
- 3- Membership
- 4- Total Income

On other hand WGI is doing less on the previous mentioned tools only in one stream

- 1- Symposium and Summit

Q1 YTD there is area of growth in the following items

- 1- Faculty Training and Endorsement
- 2- Donations

Q 1 – 2022 - EXPENDITURE



WGI were conservative in spending in most items except for Office Supplies, Bank Charges/ PayPal fees ,Telephone Communication and Postage

Twelve expenditure items have zero activities,

WGI is doing well according to the three analysis tools (YTD,YOY and Budget to Actual) except for the following expenditure items

- 1- Office Supplies
- 2- Bank Chargers/ PayPal fees
- 3- Telephone and Communications



INCOME

A hand-drawn illustration on a white background. The word "INCOME" is written in a bold, black, hand-drawn font with a hatched texture. Below it is a yellow-outlined rectangle representing a dollar bill, with a yellow dollar sign (\$) in the center. A hand holding a black pen is shown drawing the word "INCOME".

INCOME Q I - 2022

IST QUARTER 2022 INCOME:ACTUAL YEAR TO DATE (YTD)

INCOME	2022 Budget	Actual Year to Date	25% of the Year
Certification Programs	\$40,000.00	\$ 15,032.00	37.6%
Faculty Training and Endorsements	\$2,500.00	\$ 420.00	16.8%
Take Charge of Your Life	\$2,150.00	\$ 1,185.00	55.1%
Training for health professionals	\$2,000.00	\$ -	0.0%
Workshops/Post-Certification Programs	\$285.00	\$ -	0.0%
Membership	\$32,500.00	\$ 14,380.00	44.2%
Donations	\$5,500.00	\$ -	0.0%
Online Sales	\$100.00	\$ -	0.0%
Business Development - MO Governance Packs	\$2,000.00	\$ -	0.0%
WGI Merchandise Sales	\$210.00	\$ 60.00	28.6%
Symposium/Summit	\$8,000.00	\$ 1,498.50	18.7%
Japan conference	\$2,000.00	\$ -	0.0%
Miscellaneous income	\$100.00	\$ 80.00	80.0%
TOTAL INCOME	\$ 97,345.00	\$ 32,655.50	33.5%

IST QUARTER 2022 INCOME:ACTUAL YEAR ON YEAR (YOY)

INCOME	Q1 - 2022 Actual	Q1 2021 Actual	Diff. %
Certification Programs	\$ 15,032.00	\$ 11,140.00	34.9%
Faculty Training and Endorsements	\$ 420.00	\$ 755.00	-44.4%
Take Charge of Your Life	\$ 1,185.00	\$ 600.00	97.5%
Training for health professionals	\$ -	\$ -	
Workshops/Post-Certification Programs	\$ -		
Membership	\$ 14,380.00	\$ 12,258.00	17.3%
Donations	\$ -	\$ -	
Online Sales	\$ -	\$ -	
Business Development - MO Governance Packs	\$ -	\$ -	
WGI Merchandise Sales	\$ 60.00	\$ 150.00	-60.0%
Symposium/Summit	\$ 1,498.50	\$ 6,649.00	-77.5%
Japan conference	\$ -	\$ -	
Miscellaneous income	\$ 80.00		
TOTAL INCOME	\$ 32,655.50	\$ 31,552.00	3.5%

IST QUARTER 2022 INCOME:ACTUAL TO BUDGET

INCOME	Q1 Budegt	Q1 - 2022 Actual	Diff. %
Certification Programs	\$ 9,147.48	\$ 15,032.00	64.3%
Faculty Training and Endorsements	\$ 321.30	\$ 420.00	30.7%
Take Charge of Your Life	\$ 537.51	\$ 1,185.00	120.5%
Training for health professionals	\$ -	\$ -	
Workshops/Post-Certification Programs	\$ 71.25	\$ -	-100.0%
Membership	\$ 6,684.51	\$ 14,380.00	115.1%
Donations	\$ 24.90	\$ -	-100.0%
Online Sales	\$ 24.90	\$ -	-100.0%
Business Development - MO Governance Packs	\$ 1,374.99	\$ -	-100.0%
WGI Merchandise Sales	\$ 52.50	\$ 60.00	14.3%
Symposium/Summit	\$ 1,662.24	\$ 1,498.50	-9.9%
Japan conference	\$ -	\$ -	
Miscellaneous income	\$ -	\$ 80.00	9
TOTAL INCOME	\$ 19,901.58	\$ 32,655.50	64.1%

Certifications Program		January	February	March	
Australia			\$2,180.00		\$2,180.00
Canada					\$0.00
Colombia					\$0.00
EART					\$0.00
France					
India					\$0.00
Ireland					
Iran		\$1,712.00			\$1,712.00
Japan		\$1,400.00			\$1,400.00
Korea				\$4,040.00	\$4,040.00
Kuwait		\$700.00	\$220.00	\$220.00	\$1,140.00
Norway					\$0.00
North Africa/Morocco					\$0.00
Philippines					\$0.00
Saudi Arabia				\$180.00	\$180.00
Singapore				\$3,780.00	\$3,780.00
South Africa					\$0.00
Turkey					\$0.00
United Kingdom					\$0.00
UAE			\$340.00		\$340.00
United States				\$260.00	\$260.00
Indiv w/out MO					\$0.00
Forein Exchange Rate					10
TOTAL		\$3,812.00	\$2,740.00	\$8,480.00	\$15,032.00

Membership	January	February	March	Total
Australia			\$10.00	\$10.00
Canada	\$825.00			\$825.00
Colombia				
Croatia		\$105.00		\$105.00
EIRT				
France				
India		\$75.00		\$75.00
Iran	\$160.00			\$160.00
Ireland		\$3,105.00		
Japan		\$4,035.00		\$4,035.00
Korea			\$2,100.00	\$2,100.00
Kuwait	\$150.00	\$125.00		\$275.00
Malaysia	\$20.00			\$20.00
New Zealand			\$310.00	\$310.00
No. Africa				
Philippines				
Saudi Arabia			\$75.00	\$75.00
Singapore	\$740.00	\$260.00	\$95.00	\$1,095.00
South Africa				
UAE				
United Kingdom				
United States			\$2,190.00	\$2,190.00
Foreign Exchange/Fees	-25.15			-\$25.15
TOTAL	\$1,869.85	\$7,705.00	\$4,780.00	\$14,354.85

**Doing Better****Doing less**

INCOME	Year To Date	Year to Year	Budget to Actual
Certification Programs			
Faculty Training and Endorsements			
Take Charge of Your Life			
Training for health professionals			
Workshops/Post-Certification Programs			
Membership			
Donations			
Online Sales			
Business Development - MO Governance Packs			
WGI Merchandise Sales			
Symposium/Summit			
Japan conference			
Miscellaneous income			
TOTAL INCOME			

Q I – 2022 EXPENDITURE



IST QUARTER 2022 EXPENDITURE:ACTUAL YEAR TO DATE (YTD)

EXPENDITURE	2022 Budget	Actual Year to Date	25% of the Year
Executive Director	\$37,200.00	\$ 9,300.00	25.0%
Financial Manager, Webmaster, Clerical & Data Entry	\$18,000.00	\$ 4,500.00	25.0%
Legal services	\$ 1,500.00	\$ -	0.0%
Accounting services	\$1,930.00	\$ 345.00	17.9%
Journal		\$ -	
Marketing and PR	\$ 1,500.00	\$ -	0.0%
IT Investments & Expenses	\$ 3,500.00	\$ 587.38	16.8%
Office Supplies	\$ 402.75	\$ 211.43	52.5%
Printing	\$ 200.37	\$ -	0.0%
Banking charges/Paypal fees	\$ 3,208.94	\$ 1,486.23	46.3%
Transaction Fees/Foreign Exchange Rate	\$ 5,538.92	\$ 658.20	11.9%

IST QUARTER 2022 EXPENDITURE:ACTUAL YEAR TO DATE (YTD)

EXPENDITURE	2022 Budget	Actual Year to Date	25% of the Year
Insurance	\$ 4,082.00	\$ -	0.0%
Telephone & Communications	\$ 550.05	\$ 138.71	25.2%
Postage	\$ 543.72	\$ 137.93	25.4%
Board Expenses	\$ 12,000.00	\$ -	0.0%
Conference Expenses (Exec Dir)	\$ 2,500.00	\$ -	0.0%
Research	\$ 1,000.00	\$ -	0.0%
Senior Faculty Consultant Fees	\$ 500.00	\$ -	0.0%
Emergency Account	\$ 2,000.00	\$ -	0.0%
Subscription/Dues	\$ 500.00	\$ -	0.0%
Faculty Summit	\$ 300.00	\$ -	0.0%
Affiliate Commissions	\$189.00	\$ -	0.0%
TOTAL EXPENSES	\$ 97,145.75	\$ 17,364.88	17.9%

IST QUARTER 2022 EXPENDITURE: BUDGET TO ACTUAL

EXPENDITURE	Q1 - 2022 Budgeted	Q1 - 2022 Actual	%
Executive Director	\$ 9,300.00	\$ 9,300.00	0.0%
Financial Manager, Webmaster, Clerical & Data Entry	\$ 4,500.00	\$ 4,500.00	0.0%
Legal services	\$ 375.00	\$ -	-100.0%
Accounting services	\$ 482.49	\$ 345.00	-28.5%
Journal	\$ -	\$ -	
Marketing and PR	\$ 750.00	\$ -	-100.0%
IT Investments & Expenses	\$ 959.01	\$ 587.38	-38.8%
Office Supplies	\$ 100.50	\$ 211.43	110.4%
Printing	\$ 50.01	\$ -	-100.0%
Banking charges/Paypal fees	\$ 802.26	\$ 1,486.23	85.3%
Transaction Fees/Foreign Exchange Rate	\$ 1,384.98	\$ 658.20	-52.5%
Insurance	\$ 1,020.51	\$ -	-100.0%
Telephone & Communications	\$ 137.49	\$ 138.71	0.9%

IST QUARTER 2022 EXPENDITURE: BUDGET TO ACTUAL

EXPENDITURE	Q1 - 2022 Budgeted	Q1 - 2022 Actual	%
Postage	\$ 135.99	\$ 137.93	1.4%
Board Expenses	\$ 2,499.99	\$ -	-100.0%
Conference Expenses (Exec Dir)	\$ -	\$ -	
Research	\$ 249.99	\$ -	-100.0%
Senior Faculty Consultant Fees	\$ 125.01	\$ -	-100.0%
Emergency Account	\$ 1,250.01	\$ -	-100.0%
Subscription/Dues	\$ -	\$ -	
Faculty Summit	\$ -	\$ -	
Affiliate Commissions	\$ 47.25	\$ -	-100.0%
TOTAL EXPENSES	\$ 24,170.49	\$ 17,364.88	-28.2%

IST QUARTER 2022 EXPENDITURE:ACTUAL YEAR ON YEAR (YOY)

EXPENDITURE	Q1 - 2022 Budgeted	Q1 - 2022 Actual	%
Executive Director	\$ 9,300.00	\$ 9,300.00	0.0%
Financial Manager, Webmaster, Clerical & Data Entry	\$ 4,500.00	\$ 4,500.00	0.0%
Legal services	\$ 375.00	\$ -	-100.0%
Accounting services	\$ 482.49	\$ 345.00	-28.5%
Journal	\$ -	\$ -	
Marketing and PR	\$ 750.00	\$ -	-100.0%
IT Investments & Expenses	\$ 959.01	\$ 587.38	-38.8%
Office Supplies	\$ 100.50	\$ 211.43	110.4%
Printing	\$ 50.01	\$ -	-100.0%
Banking charges/Paypal fees	\$ 802.26	\$ 1,486.23	85.3%
Transaction Fees/Foreign Exchange Rate	\$ 1,384.98	\$ 658.20	-52.5%
Insurance	\$ 1,020.51	\$ -	-100.0%

IST QUARTER 2022 EXPENDITURE:ACTUAL YEAR ON YEAR (YOY)

EXPENDITURE	Q1 - 2022 Budgeted	Q1 - 2022 Actual	%
Insurance	\$ 1,020.51	\$ -	-100.0%
Telephone & Communications	\$ 137.49	\$ 138.71	0.9%
Postage	\$ 135.99	\$ 137.93	1.4%
Board Expenses	\$ 2,499.99	\$ -	-100.0%
Conference Expenses (Exec Dir)	\$ -	\$ -	
Research	\$ 249.99	\$ -	-100.0%
Senior Faculty Consultant Fees	\$ 125.01	\$ -	-100.0%
Emergency Account	\$ 1,250.01	\$ -	-100.0%
Subscription/Dues	\$ -	\$ -	
Faculty Summit	\$ -	\$ -	
Affiliate Commissions	\$ 47.25	\$ -	-100.0%
TOTAL EXPENSES	\$ 24,170.49	\$ 17,364.88	-28.2%

**Doing Better****Doing Less**

EXPENDITURE	Year To Date	Year to Year	Budget to Actual
Executive Director			
Financial Manager, Webmaster, Clerical & Data Entry			
Legal services			
Accounting services			
Journal			
Marketing and PR			
IT Investments & Expenses			
Office Supplies			
Printing			
Banking charges/Paypal fees			
Transaction Fees/Foreign Exchange Rate			
Insurance			
Telephone & Communications			



Doing Better



Doing Less

EXPENDITURE	Year To Date	Year to Year	Budget to Actual
Postage			
Board Expenses			
Conference Expenses (Exec Dir)			
Research			
Senior Faculty Consultant Fees			
Emergency Account			
Subscription/Dues			
Faculty Summit			
Affiliate Commissions			
TOTAL EXPENSES			

Face to Face Board Meeting April 29 2022

Assumptions of the budget and who is attending

1. Criteria for providing assistance to the face-to-face board meeting was based on the rep being seen as essential to progress the strategic planning process.
2. It was recognised that due to financial constraints some essential people would not be attending and that their attendance was a priority
3. The decision to prioritise some reps is based on the successful progression of the strategic plan and is a one-off decision and does not set a precedent or is to be used as policy or protocol
4. The financial cost of attending a face-to-face board meeting was discussed in the consultation document but has not been discussed by the board, nor have any decisions been made.
5. The board approved a motion of \$12000 as per the budget and using the \$2000 emergency money.
6. The calculations below demonstrate that the cost of the face-to-face meeting will be higher.
7. The board needs to decide to either cut back who they wish to attend and or use money from the investment account to fund the meeting as it is considered an investment in the organisation
8. Note I do not have the cost of Kim's airfare at the time of sending this out due to Kim having Covid. Shruti is still deciding whether she is able to attend.

Attending	MO	Reason for Attending	Money to be paid by WGI	Cost in US \$
Chairperson Farida		Chairperson	Airfare and 5 nights accommodation	\$ 784 \$ 480
Vice Chair Shruti	USA	Executive member	Airfare partial assistance Accommodation 6 nights	\$1000 \$ 480
Treasurer Kalika	Australia	Chair finance Committee, legal Committee	6 nights' Accommodation	\$ 367
Secretary Fumiko	Japan	Host country	Nil	Nil
Denzyl	South Africa	Co Strategic Planner organiser , member of finance committee	Full airfare and 6 nights' accommodation	\$1275 \$ 480
Sonia	Colombia	Training and Quality Schools Committees	Full airfare and 6 nights' accommodation	\$ 2389 480

Lynn Sumida	Canada	Co strategic planner, training committee	Half fare and 6 nights' accommodation	\$ 1000 .00 \$ 367.00
Chanel	Youth Rep lives in South Africa does not represent an MO	Youth Rep new position that reports to Executive, chairs the Youth Committee	Full airfare and 6 nights' accommodation	\$1275 \$ 480
Kim	ED	Essential to board meeting and ongoing work	Half airfare and 6 nights' accommodation	\$ 335.00
Denise		Essential to board meeting and ongoing work	Full airfare and accommodation	\$1787.87 \$ 335.00
Ahmed Ashati	Kuwait	Invite by the executive as is on SP and finance committee	6 nights' accommodation	\$ 630.00
				\$13944