

## Coordinator Report for November 2023 Coordinating Committee Meeting 21 October 2022 – 19 October 2023

### General

- Weekly staff meetings with Chrissy to plan out NWTRCC work.
- Worked with Chrissy & Outreach Committee to plan May gathering in Indiana.
- Worked with Lucia van Diepen (one of the energized in-person attendees at the May gathering) to secure the Purchase Quaker Meeting in West Harrison, New York for our November 2023 meeting space.
- Answer daily emails concerning regular NWTRCC business or WTR questions.
- Make weekly (usually) deposits of donations & sent out thank you letters with NWTRCC updates.
- Make sure software is up-to-date for our webpage with help from our web tech support folks.
- Gather AdComm nominee list and reach out to nominees.
- Organized and promoted the Consultant Review materials leading up to Nov 2023.

### Outreach

- Editorial responsibilities for NWTRCC newsletter, *More Than a Paycheck*, which is published six times per year.
- Write or solicit a post for the blog about every six weeks.
- Worked with Chrissy & Outreach Comm. to organize online Tax Season 2023 plan, which included WTR 101s in January and February as well as a planned social media session for WTR folks in March.
- Leading up to Tax Day, sent out Tax Day packets to local groups on request, wrote and disseminated a Press Release, coordinated radio interviews, wrote an Op-Ed for InDepthNews, and promoted wheatpaste posters created by the Bay Area folks. With Chrissy, collected Tax Day reports for June newsletter.
- Composed reports for the November 2022 and May 2023 meetings, which were posted on the blog & newsletter.
- Filled personal lit orders.
- Coordinating monthly Outreach Meetings. This group also plays a key role in planning for tax season & NWTRCC conferences.
- Kept the office stocked with current NWTRCC literature, having literature printed as needed.
- Posted on Facebook, Twitter, and Instagram when appropriate.

- Created an updated WTR 101 video for our YouTube page in early February 2023.
- Submitted a successful proposal with Ruth Benn for a WTR session at the October 2023 Peace History Conference near Philadelphia.
- Shared about NWTRCC's work at UKConscience's business meeting. (Sept 2023)
- Translated and published a Spanish version of NWTRCC's FAQs webpage.

## **Fundraising**

- Coordinate Fundraising Committee with monthly conference calls. Main focus on NWTRCC finances, raffle, appeal letters, and grant opportunities.
- Submitted a successful grant to the Barret Family Foundation for \$7,500 for fiscal year 2023.
- Worked out a new contract with Resources for Organizing and Social Change (ROSC) in Maine so that they could continue to be our fiscal sponsor for tax-deductible checks.
- Finished 2022 Annual Report to go along with the May fund appeal.
- Send out affiliate dues forms shortly after the May/November appeals.
- Put a Donate Banner on top of NWTRCC website (similar to Wikipedia's) from Dec 15 to Jan 15. We started this practice in December 2021 and it attracted a few additional donations.

## **Technical Assistance**

- Composed Counseling Notes for newsletter.
- Update Practical 2 (File or Not to File) & W-4 Flyer
- Have taken several of calls/emails on \$80 billion for IRS, passports, frivolous warning letters, new W-4 form, IRS using artificial intelligence, retirement funds, public liens, social security & levies. When appropriate, I also connect callers and emailers to local people and groups.
- Continued the quarterly Counselors' Conference Call. The October, January, April, and July meetings were well attended (about 8-10 folks on Zoom & 2 or 3 listen to recording afterward).
- Held our yearly WTR Counselor Training via Zoom on February 11, 2023.
- Organized an online WTR 101 session for Facebook/YouTube (February 2023). With Chrissy, held a WTR session at Midwest Catholic Worker gathering (September 2023).
- Received and processed five boxes of Robert Randall's NWTRCC materials, with the aim of donating them to the NWTRCC archives at Swarthmore College.