

## **Coordinator Report for CC meeting May – November 2016**

Here's some of what I've been doing since May:

### **Administrative Tasks**

- The big one was getting the hiring process going, starting in June, with the hiring committee (Erica, Anne Barron, Jason Rawn, Ginny Schneider, and less active member Ari Rosenberg), from drafting ads to reading resumes to arranging and doing interviews to the hiring. Took a lot of time through July and August. Met with Sam one day in NYC in mid-September to get him started; we mostly stay in touch through email (and seeing him at the New England WTR gathering). Emailing or calling with rejections ☹, though got a few nice notes back. Currently talking to one of the applicants about a possible internship here in the office, maybe a few hours a week.
- Picking up mail at the PO every few days and dealing with email.
- Cleaning up around the office... Filing. Getting rid of old papers around my desk. Sent some stuff to Swarthmore Peace Collection archives when I cleared out some old files.

### **Finances & Fundraising**

- Keeping records updated, bank reconciliations, paying bills, sending deposits to bank, etc. Setting up reports for Fundraising Committee, AdComm meetings.
- Fundraising Committee has had a call or two. Financially we are doing ok, but will need to ramp up fundraising in the coming months to meet that draft budget....
- Arranging and mailing appeals: May (letter by Matt Hoh, sent just before May gathering; writing annual report) and November (letter by Sam Koplinka-Loehr on field organizing to go out maybe end of October)

### **Outreach**

- Went to PA for the Faithful Witness conference on the Saturday of that event; took lit; not a lot of lit given out but good to be there for the 1040 folks and met a longtime contact, Bob Moore from Princeton, NJ for the first time. Went to Philly for the March for our Lives. Disappointed that there were only 2 of us with the banner but oh well. We did the march and handed out some Divest cards. Mostly good for a photo op....
- Arranged translation of the text on the “Divest/Invest” card for SOAW and got lit to four of our activists who went to the border action. Posted the flyer on the “downloadables” page of the website.

### **Literature**

- Edited June/July, Aug/Sept, Oct/Nov newsletters; write some copy, line up authors/reports; Rick Bickhart does the design/desktop publishing and creates a separate color web version; Jerry Chernow prints and mails to our list; I send copy to Peter for web; make adjustments etc.
- Writing a blog post once a month (more or less) and post on Facebook when I have something of interest. Update web pages and trying to help keep it looking up-to-date and active.
- Keeping lit in stock and hopefully updated; shipping orders, etc.

### **Counseling**

- Try to keep up with any recent trends and read some IRS info posts. Respond to counseling questions by phone or email. Wrote a web page about the IRS scammer calls (“You are being

sued....”) in response to continuing calls/emails on that. <http://nwtrcc.org/resist/frequently-asked-questions/tax-collection-phone-call-cons/>

- We should offer a counselors' training sometime, but I've found it hard to add on to the last couple gatherings as the planning has been a little on the fly. Perhaps we can figure out a good venue for a training in 2017 – maybe St. Louis after the gathering?

## **Network**

- May Gathering – getting out minutes and reports, sending cards, setting up web pages with photos and such; mailing minutes to network contacts who don't use email.
- Finding location for November 2016 gathering (with few options coming forward); settled on Florida after consulting others. Emails with Jason and Chrissie about May 2016; calls, emails, setting up flyer, doing a regional postcard mailing, coordinating travel with AdComm, and such for November. Posting proposals, agenda items and other docs online and on Loomio for discussion; mailing to non-computer people.
- Getting out notices about sending a rep to the IPB military spending congress in Berlin, plus follow up notice and extended deadline. Working with Cathy to get her \$\$ covered and lit for the conference at the end of Sept. The Peace Tax Fund sent us \$250 to take their lit for tabling also.
- Sent out network mailing with postcard in October to update the network list; with Sam will figure out contacting those who have been out of touch or have not replied.

## **The Future**

I look forward to seeing what we – and Sam – can do with the Field Organizer work. It appears much of my focus for the next months must shift to fundraising, though I hope we can promote Divest/Invest during tax season and build on that also. So many things we'd like to do, so little time to do it!

I'm hanging in otherwise. I always like NWTRCC work and being in touch with people in the network, though I wish that we could be more active together, in person. Glad that at least 4 were together at SOAW. Makes it much easier to really do outreach at a big event like that. We had an excellent potluck of WTRs here in NYC and some renewed interest, so hopefully we can keep that going also.

There may be a resurgence of WTR after this election.... I hope so!



October 13, 2016