

Houston Peace & Justice Center Projects, Administrative Activities, Regular Events

Event/Project	Purpose/Relation to Mission	Preparation Planning Dates - Start	Event or Project Completion Date	Who's Working on it	Current State
MLK Jr. Weekend: BHS - Festival, Parade	Outreach community building	October	3 rd Monday of January		Past
Prepare Tax Return (IRS Form 990)	administrative	Sept-Oct for previous Fiscal Year that ends Aug. 31	January 15 unless extension granted	Treasurer & Accountant	Accounting firm working on it, extension
Contribution Statements & thank-you's to Donors	administrative	December	January 31	Treasurer, previous Treasurer	In progress
1099's to people to whom we paid \$600 or more	administrative	December	January 31	Treasurer	In progress
Retreat – Exec. Comm. & new Board members	Orientation, plan to work toward goals, build community	Sep.	Jan. or early Feb.	Executive Committee	Jan. 28
Membership Mailing	Funding, outreach	February	March	Membership committee, Membership/Donor Manager	Not done
Participation Cesar Chavez Parade	Outreach	January	Late March, (may not happen this year)		Need a coordinator
Music, Peace, & Justice Festival, co-sponsored with UU churches	Outreach, collaboration	February	March or April		March 25 at Unitarian Fellowship; Volunteers needed
Fundraisers for Peace Camp	Peace Education	February	March-May	Peace Education Working Group, Exec. Comm.	nothing planned yet

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Peace Potluck	Outreach, build community, celebrate	February	April or May, sometimes later	Exec. Comm.	
Annual Education Conference	Education, Community building, collaborations	November	Some time in April – Aug.	Conference Committee	None planned yet, Need committee
Budget Planning Retreat - Board	Planning; honing organization skills, Goals & Budget review	April	June or July, before draft budget is done	Exec. Comm.	
Strategic Planning & Goals Review	planning	December	June or July, can be done at Board retreat	SP committee	Discussion/ Review Jan. 28
Peace Club/Camps Sponsorship	Education, collaboration	Peace Camps: February Peace Club: ongoing	Camp: Mid summer; Club: twice monthly	Peace Education WG	Need Peace Camp Coordinator
Annual Budget Proposal	Planning	July	Before August Board meeting	Exec. Comm., Treasurer	
Bulk Mail Permit	administrative	August (if renewal necessary)	August	Treasurer	
Participation Gandhi Birthday Celebration	Outreach	June	October		Need a coordinator
Peacemaker Awards Dinner	Outreach, build community, fundraising, celebration	January	Early November (after election day)	Awards dinner committee	Jan-Feb: Pick possible keynote speakers, confirm one & venue

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Board Elections	Administrative	Election committee established at <u>Feb. Board meeting</u> , Individual membership assessed before <u>August Board meeting</u>	December Board Meeting	New committee should be appointed at Feb. Board Meeting to start looking for candidates	Committee not filled yet
Holiday party	Outreach, celebration	October	December		
P.O. Box Mail Pick up Renewal	administrative	ongoing	Pick-up: 1-2 times weekly, more before awards dinner Renewal Payment: May	PO Box Key holders: President, Treasurer Renewal: Treasurer	ok
Exec. Comm. meetings	Networking, collaboration, planning, carrying out board decisions	1 week prior to meeting	First or second Saturday of every month	Exec. Comm.; President	ok
Report Board Changes to Texas Sec. of State	Comply with State Requirement for Corporations	Every even-year December after Elections	Every even year December	????	Not done
Quarterly Board Meetings	Networking, collaboration, planning	2-3 weeks prior to meeting	Quarterly February, May, August, December	Board; Exec. Comm. plans them	Dates for this year set at Dec. Board mtg
Coalition of Working People & Poor Newsletter	Education	Month before publication	Two to three times per year	Not a budget item this year Maybe Econ. Justice WG project	Inactive - Need an editor, writer(s)

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Office, Meeting, and Storage Space - ongoing	administrative	Board meeting reservations at least one month before quarterly meetings	Rent payment, communicate with HMC monthly, reserve Bd mtg dates	Treasurer pays Rent. President makes sure room available for Board & EC meetings	No office now; most meetings by Zoom; need storage space
Working Groups	collaboration	ongoing	Several meetings throughout the year	Working Group (WG) conveners/chairs	Need several WG chairs
Volunteer Coordinator	Help people who sign up on line and individual members to get involved	ongoing	ongoing		Need new coordinator
Membership maintenance & growth	Spreading nonviolence and providing financial support, volunteers	ongoing	continuous	Membership Committee, Membership/Donor Manager	New Comm., need comm. members & coordinator; have budget item
Bookkeeping – enter all revenue and expenses; generate financial reports	Administrative, track revenue & expenses	Ongoing	Ongoing	Bookkeeper (Sam Abboushi); Info supplied by, and checked by Treasurer	OK, ongoing
Meeting minutes	Communications and record keeping	ongoing	Distributed by 10 days after meeting, approval at next corresponding meeting	Recording Secretary does Exec Comm. & Board minutes; Other committees should have their own secretary	Exec Comm & Board covered, not WG's or committees

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Check & answer email received through website: director@hpjc.org & info@hpjc.org	Communications	ongoing	Ongoing	Communications Secretary	
HPJC Telephone voice mail	Communication, administrative	ongoing	Check voicemail daily; Renew Magic Jack: each December	Check voice mail: Communications Secretary Renewal: Treasurer	Need to coordinate with Comm. Sec.
Website, mail lists, social media, online calendar	Communications, outreach, resources	ongoing	ongoing	Sarah Gonzales, Charlie Lindahl, Bill Crosier, Egberto Willies	Need help with social media
Handle social media	Outreach, communication	ongoing	ongoing	Jeff Reese	Need new person
Web forms for events, registrations, etc.	Allow people to register, pay, provide info online	ongoing	ongoing	Bill Crosier, Cheryl Crosier	Need a backup person
Articles for Houston Peace News	Outreach: service for member organizations	Articles for the each monthly edition are due on the 20 th of the preceding month	Ongoing - First of each month	Communications Committee, events coordinators	No longer active?
Presenters for KPFT Shows: Politics Done Right, Progressive Forum	Outreach; service for our member organizations	One month before program	Once a month	Communications Committee	Need to re establish agreement; need coordinator

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Twice monthly Email Calendar of Events	Communications, build community	ongoing	twice each month	Egberto Willies (generated from event info entered online by various people)	Need more events entered into calendar
Fund raising	Keep the organization going	Ongoing	unknown	Fundraising Committee	New committee, need comm. members
Grant Applications	funding, support/expand programs	ongoing	ongoing	Fundraising Committee	Need coordinator, grant writer
Get W-9s from people we pay compensation to	Administrative	Ongoing	Ongoing	Treasurer	OK except for one person
Issue Position Statements	education	ongoing	ongoing	Various volunteers & Exec. Comm.	Need to collect past ones for web site
Co-Sponsorships Endorsements	Collaboration, education, outreach	ongoing	ongoing	Exec. Comm.	ok
Support services for member organizations & coalitions: event registrations, tax-exempt fiscal sponsor, mtg space	Collaboration; help others help us toward our goals	ongoing	ongoing	Exec. Comm.	Ok but could use more volunteers to help Treasurer & develop fiscal agent agreement