



Houston Peace & Justice Center
**Board Orientation
& Planning Workshop**

January 2023

Agenda

- Objectives - Why this Workshop?
- Introductions - Getting to Know Each Other
- Getting to Know HPJC
- Review HPJC's Strategic Plan

Objectives - Why this Workshop?

- Get to know each other so we can work together better and support one another
- Learn more about HPJC so we can make HPJC more effective
- Review HPJC's goals, objectives, and strategies and begin considering any needed updates, to rejuvenate HPJC and help us reach our goals!

Introductions, Getting to Know Each Other

Introduce yourself

- Summarize your background relevant to HPJC
- Skills & experience – activism & professional
- Interest areas
- One thing you'd like to help HPJC do better

Getting to Know HPJC

- HPJC Mission
- HPJC Structure – Board, Executive Committee, other committees
- Working Groups
- Primary Activities
- HPJC Web Site, Email Lists, and Social Media
- Bylaws & Policies
- Schedule of Regular Activities, including Administrative

HPJC Mission

HPJC serves as an action center for peace and justice efforts.

We provide peace education, activism training, and collaborative resources for individuals, families, and organizations throughout the Greater Houston area to build a just, non-violent community.

- Where to find the Mission: In our [Bylaws](#), plus a summary is at the top of each page on hpjc.org

HPJC Working Groups

- Economic Justice
- Environmental Justice
- Foreign and Military Policy
- Human Rights and Criminal Justice
- Peace Education

Primary Activities

- Communication via HPJC's [Web Site](#) and Email Calendar of Progressive Events Newsletter
- Networking and Publicizing other Organizations' Activities & Events
- [Peace Camp](#) & Peace Club
- [Annual Peacemaker Awards Dinner/Ceremony](#)
- Conferences, Workshops

Web Site -- hpjc.org

What's there, including what's not so obvious:

- [Calendar of Events](#)
- [Working Groups](#) & [Peace Camp](#) Information
- [Board Resources](#) & more [About HPJC](#)
- [HPJC News, Announcements, Public Statements](#)
- National & International News Updates, & more!

Internal HPJC Communications

We have several **e-mail lists** for internal communications:

- **Announcements (FYI) List:** fyi@hpjc.org
- **Board List:** board@hpjc.net (subset of the FYI list)
- **Executive Committee List:** ec@hpjc.net (subset of the Board list)
- Plus some more lists for planning of specific activities:
 - **Peace Camp List:** peacecamp@hpjc.org
 - **Awards Dinner Planning List:** dinner@hpjc.org
 - **Conference planning List:** conference@hpjc.org
 - **General Planning List:** planning@hpjc.org

HPJC Bylaws

Link to the Bylaws is on [Board Resources](#) page. Sections include:

- Mission, Corporate Charter and Offices, Tax Status
- Membership and Dues
- Board of Directors
- Officers and Executive Committee
- Advisory Board
- Corporate Records and Reporting
- Adoption and Amendment of Bylaws

Policies Adopted by Board, part 1

Link to the policies is on [Board Resources](#) page

- Policy 1 MEMBERSHIP DUES
- Policy 2 REQUESTS FOR FUNDING
- Policy 3 PUBLIC STATEMENTS
- Policy 4 ANNUAL RETREATS
- Policy 5 DUTIES OF THE COMMUNICATIONS SECRETARY
- Policy 6 HPJC EVENT ENDORSEMENT/COSPONSORSHIP POLICY
- Policy 7 HPJC CONFERENCES
- Policy 8 GUIDELINES REGARDING TIME LIMITS FOR DISCUSSIONS

Policies Adopted by Board, part 2

- Policy 9 POLICY REGARDING WAIVER OF DUES
- Policy 10 POLICY FOR SELECTION OF HOUSTON-BASED HONOREES FOR HPJC AWARDS BANQUET
- Policy 11 GUIDELINES FOR ELECTIONS COMMITTEE
- Policy 12 ACCEPTING GRANTS FOR MEMBER ORGANIZATIONS
- Policy 13 PLANNING AND BUDGETING
- Policy 14 TWICE-MONTHLY E-MAIL CALENDAR: GUIDELINES FOR INCLUSION OF EVENTS
- Policy 15 NUMBER OF INDIVIDUAL MEMBERS ON BOARD
- Policy 16 SOLICITING & ACCEPTING GRANTS FOR HPJC
- Policy 17 TWO AUTHORIZATIONS - HPJC CHECKS & EFT TRANSACTIONS

Issue Positions that HPJC has taken are also in the Policies document.

Finances

- Software tools we use
- Where money comes from
- Where money goes
- Be familiar with [HPJC's Budget](#) & know where to find it

Schedule of Regular Activities

including Administrative

- All Executive Committee members should be aware of the many behind-the-scenes activities needed.
- The schedule/list of regular activities is in a table – link is on the [Board Resources](#) web page

Part 2

Review HPJC's Strategic Plan

Why do we care about our Strategic Plan?

- It summarizes our **vision for the future**
- It's a **roadmap to get there**
- It lists **goals, objectives, and strategies** to reach them
- It's how we plan to **implement the HPJC Mission**
- and It's time to review and update it - *so think about this*

HPJC Strategic Plan -- 2014-2019

The plan contains these sections:

- Our Long Range Vision for Greater Houston
- Mission of HPJC
- Our Vision of Houston in 25 Years
- The Challenges to Realizing Our Vision
- Our vision of HPJC in 25 years
- Feasible Five Year Goals for HPJC as an Organization
- HPJC Working Groups – Suggested Five Year Goals

Our Long Range Vision for Greater Houston - rev. 2014

Our vision for the Houston metropolitan area is a **just and nonviolent community** where the **inherent dignity of all people is recognized**. The best touchstone of such a community is how it takes care of its most vulnerable members, particularly its children. All residents should have the **resources and support they need** to realize their potential and exercise their talents, free from grinding poverty, baseless discrimination, exploitation and the threat of violence.

We also envision Greater Houston as a community that recognizes its interdependence with all of creation and is, therefore, **committed to sustainable development, environmental protection and care for the entire web of life**.

Furthermore, we see Greater Houston as a city that **supports the use of diplomacy as a means of solving local, national, and international problems**, and is a leading force in moving the nation and the world toward becoming a **more just and nonviolent place**.

Mission of HPJC – from 2014 Strategic Plan

- We work to promote Peace, Justice and Environmental Protection by providing resources to member organizations and individuals in Greater Houston.
- We join with other organizations in making public statements in support of our mutual efforts to promote these goals.
- We undertake projects to support ourselves and to spread information about Peace, Justice and the Environment within the Greater Houston community.

What's Next - for 2023?

Considering HPJC's Mission, and the Vision and Goals from our last Strategic Plan, let's brainstorm:

What do we want to do this year to make a difference in our community? Time to plan!

- What Activities - old, new, changed?
- How to Improve Organizational Effectiveness?