



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

June 2026

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 Ceremony](#)
- Conferences, Workshops - often as a co-sponsor

Web Site -- hpjc.org

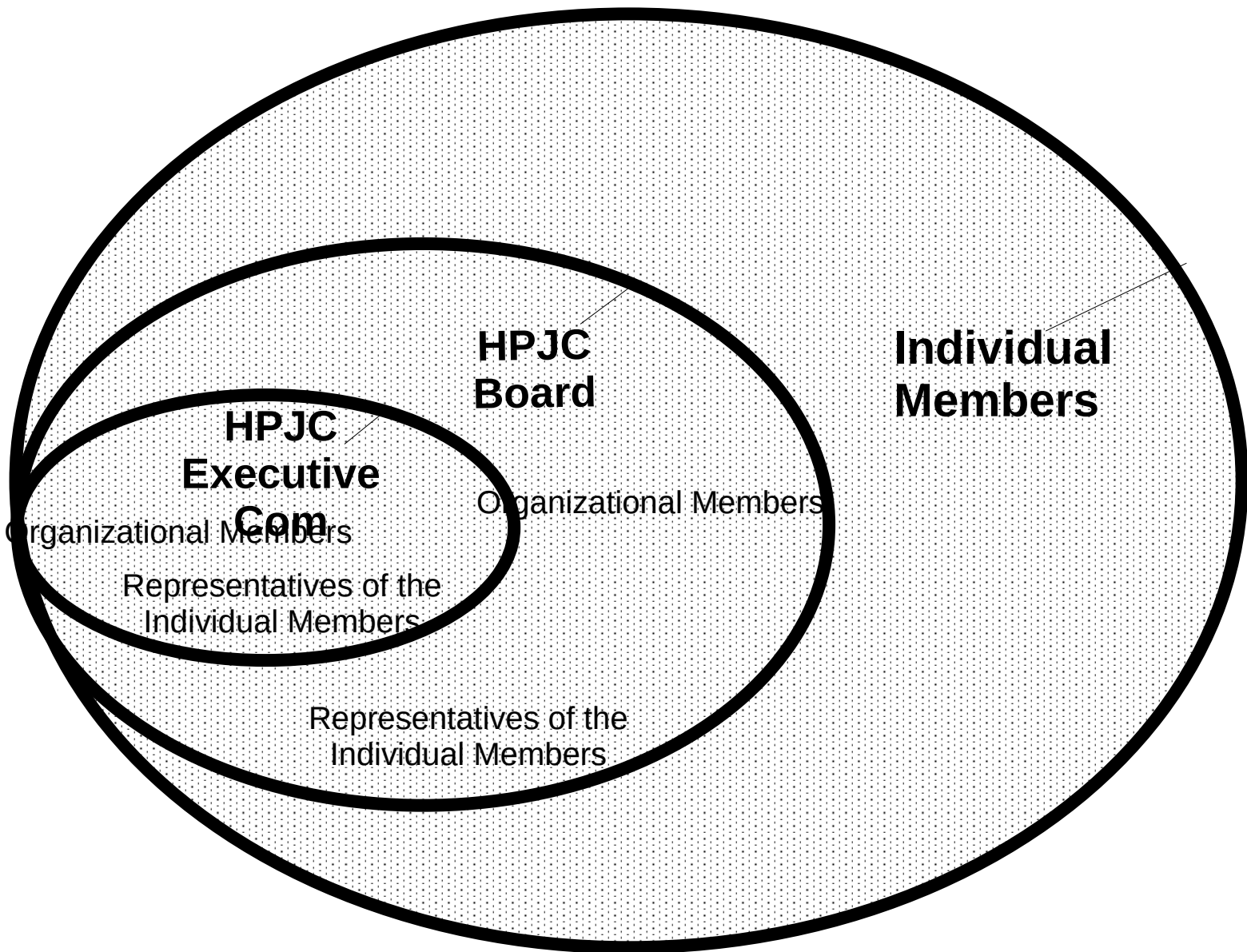
What's there, including what's not so obvious:

- [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.org (subset of the FYI list)
- **Executive Committee List:** ec@hpjc.org (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
Executive
Com**

**HPJC
Board**

**Individual
Members**

Organizational Members

Representatives of the
Individual Members

Organizational Members

Representatives of the
Individual Members

HPJC Communications, Information Systems, and Storage Unit

System	Purpose		User Name Information	Who maintains password	Other Info
① SQUARE or SquareUP	Online payment service. For "point of sale" transactions.		User name is:	Treasurer & Bookkeeper	Square is the only online payment service for which we have a card reader.
② JotForm	A system to create complex registration forms for events		User Name is HPJC Mostly one password; but individual passwords can be set up.	Treasurer, Communications Secretary	HPJC subscribes to JotForm for \$90.00 a year. JotForm sends invoice to Bill Crosier once a year. Bill Crosier knows the most about using JotForm. Cheryl Crosier can do some basic set ups
③ Stripe	Online payment service through which payments made through registrations and donations on JotForm are made.		User name is _____	Treasurer, Bookkeeper	
④ Bank Account	Checking account to pay HPJC bills etc.		For online access to account information. User Name is pobox66234	Treasurer, Bookkeeper	Currently: Houston Federal Credit Union
⑤ HPJC.org	HPJC's web site		For under the hood work on the website. Each person authorized to make content change is assigned his/her own user name and password The log in is at www.hpjc.org/wp-login.php	(Administrator) Webmaster sets up users and passwords. Need more info	See Page 2 for inputs and other features of HPJC.org The website's platform is Wordpress, which is free, but requires updates to be applied periodically. This requires the admin to backup the database and verify the 3rd party plug-ins are compatible prior to any upgrades, and confirm the upgrade was successful.

System	Purpose		User Name Information	Who maintains password	Other Info
⑥ Action Network	The main, online repository of HPJC memberships, and contacts. It is used to make HPJC's Calendar of Progressive Events special email blasts.		Each user has his/her own password.	Bill is the main administrator.	Through WePay, HPJC automatically pays \$10/month for the services of ActionNetwork. ActionNetwork key record for a records is the email address. Donation and membership forms embedded in HPJC.org were generated through Action Network and data submitted through those embedded forms was added to Action Network database. Most online donations & all online membership submissions are currently made thru embedded Jotform forms because Action Network could not help prevent a bogus submission problem.
⑦ WePay	Online payment system linked to Action Network			Bill	Online payment service associated with Action Network.
Facebook	social media				
Instagram	social media				
Twitter	social media				
⑧ Quicken	Quicken is the accounting program HPJC uses to keep track of HPJC funds.		Currently Is not password protected but is not maintained online <u>HOWEVER, we have a new version of Quicken that we may convert to and with it transactions may be entered online as well not online. If we set up online access, then we will establish a user name and password. Also this means that the treasurer will have continual access to the data.</u>	Currently Is not password protected but is not maintained online	Sam Abboushi, 630 420-9997 is HPJC's bookkeeper. hpjc@w3x4.com. He has the quicken software on her computer and Cheryl, Bill, and Erica. Sam provides an updated quicken file every month. Sam produces the monthly financial reports and keeps the records of all transactions including those coming from the three online payment services. IMPORTANT: When setting up an online payment (for an event or donation campaign), the payment set up must include an automatic email notification to Sam each time a payment is made.

System	Purpose		User Name Information	Who maintains password	Other Info
HPJC email addresses <u>cpanel</u>	These are _____@ <u>hpjc.org</u> email addresses that are embedded in HPJC.org. For example: info@HPJC.org, and director@HPJC.org Also webmaster@HPJC.org.		<u>hpjcnet</u>	Sarah	<u>www.hpjc.org/cpanel</u> To find <u>hpjc</u> email address and forwarding information scroll to the email section.
Magic Jack	HPJC's voice mail 713-900-5742(HPJC)			Cheryl has this password.	Although HPJC volunteers could make calls from this number with a magic jack adaptor, we don't use it that way. When a call is made to this number, and no one answers, the caller is given a chance to record a message. A file of the message is emailed to <u>info@HPJC.org</u> which goes to Cheryl and Bill and Evan.

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

Receipt/Disbursement of monies, data associated with each transaction, and miscellaneous data.

Monies

Square accumulated monies transfer directly to checking account when transfer is initiated by Treasurer.

Stripe automatically deposits accumulated monies directly to checking account on a periodic basis.

Treasurer (or someone acting for treasurer) deposits **Checks & Cash** in the checking account.

Online transfer

Manual transfer

Square Card Reader

Point of Sale Transactions; not online

JotForm Registrations (Stripe)

Checks, ACH & Cash

Data

SQUARE automatically sends an email which includes amounts and associated data to the treasurer and bookkeeper when a payment is made through Square.

JotForm automatically sends an email which includes amounts and associated data to the treasurer and bookkeeper when a registration is made through JotForm. Treasurer uses **Quicken Online** to enter information about **Deposits, Checks & Cash** amounts, payer information, and budget category to bookkeeper for each deposit.

This step is tedious and not done consistently.

Data transferred **MANUALLY**

Name, address, phone number, email address, transaction amount (if applicable), purpose, notes, tags etc

HPJC.org online forms for calendar subscriptions, volunteers

Data transferred online to Action network

Action Network

Online Contacts Database and email service. Records can show detailed contact history. Can use it to make online forms and generate various spreadsheet reports about contacts.

Credit Union Checking Account

Bookkeeper manually downloads credit union transactions into Quicken

Quicken

Bookkeeper maintains a record of all transactions using Quicken. The bookkeeper maintains these records on HIS computer. From Quicken data bookkeeper generates reports

Quicken Reports

- Monthly Financials
- Monthly copy Quicken account file for Treasurers' use
- Data for Donation Statements
- Misc Reports for Treasurer
- Data for 990 Tax Filings
- Data for 1099NECs

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.

Our Vision of Houston in 25 Years

If the reality for people in Greater Houston were to change in the following ways by 2038, our society will have taken great strides toward becoming the just nonviolent community to which we aspire.

- Peace
- Justice
- Environment

While we review these (briefly), consider *how HPJC can help realize this vision* - we'll discuss this later today

Vision for Houston - Peace

- **Institutions** bearing the most responsibility for forming and informing the public conscience **are emphasizing peace and justice.**
- **Grade and high school curriculum** emphasize the **importance of civic life and citizenship** plus **environmental stewardship**, and specifically promote non-violent conflict resolution, basic human and civil rights, and conservation.
- **Military training** has been removed from schools and colleges.
- **Children learn about failures as well as positive aspects of US foreign policy**, especially our reliance on use of the military.
- People are quick to **question our government when there are temptations to attack or invade another country** in order to protect economic interests.
- **Religious leaders** are proclaiming with courage and intelligence the foundational teachings of their faiths in these areas.
- It is **commonplace for media to question the illegitimate exercise of power**, especially military and economic power.

Vision for Houston - Justice - part 1

- More citizens, especially low-income citizens and people of color, are **voting**, and campaign finance reform and increased transparency have reduced the ability of **large donors** to determine the outcomes
- Adequate resources and support for **health care, education, skills training, child care, neighborhood empowerment, environmental restoration**, and other programs of **social uplift**.
- Greater Houston has moved beyond establishing a **minimum living wag**, towards the broader goal of a **life of meaning** and self-support for all citizens.
- There is universal access to **health care**, including **mental health services**. Unwanted pregnancies have been reduced through education of the public and family planning.

Vision for Houston - Justice - part 2

- **People migrating** to the US to contribute to our society and for a better life for their families are treated with fairness and respect for their human rights and dignity.
- Houston is a city accepting of people who desire to define what they see as a meaningful life through efforts like **worker-owned cooperatives**.
- Our criminal justice system has changed to a system of **restorative justice**. Providing adequate social services has helped to reduce crime. Citizens accused of crimes have access to high quality legal assistance regardless of their economic status. The **death penalty** has been abolished. All remaining justice institutions now require education on **nonviolent conflict resolution** skills for law enforcement, prison guards and inmates, and comprehensive rehabilitation and reintegration training.

Vision for Houston - Environment - part 1

- **Heightened understanding of our interdependence with our natural environment:** We understand our **joint responsibility to preserve and restore our environment**; maximizing short term interests should rarely be as important as **maintaining a healthy planet for those of the future**; we work to **conserve and renew resources for future generations**; we understand the need to reduce our energy footprint; and we all understand that systems that give 80% of world resources to 20% of the earth's population are unjust, and the main causes of the waste products that presently threaten all future life.
- Houstonians are well informed about **food choices** and there is a **great dietary reliance on grains, vegetables, and fruits produced without non-renewable products or genetic modification**. The people of Greater Houston grow much of their food themselves or buy it directly from area growers. **Air, water, soil, or food pollution is seen as intolerable criminal behavior**, and the importance of forests, prairies, wetlands and high carbon soils is widely appreciated.

Vision for Houston - Environment - part 2

- People in the US use more resources than people in any other part of the planet, so **many of us have limited the size of our families to one or two children.**
- Houstonians **conserve energy** in a variety of areas, including emphasis on recycling and public transport, and designing their activities to get the most functionality out of investments in energy, materials and labor. **Tax policy and building codes** are used to conserve energy, water, food and other resources. There is widespread recognition that **low-density growth in the suburbs displaces agriculture and puts additional stresses on the environment. People avoid long commutes in single passenger vehicles.** Our public transportation system has been greatly expanded and most people use public transit on a regular basis.
- Houston and the surrounding region have helped **reduce of greenhouse gas** emissions and increase re-absorption of CO₂. Industrial and residential users **conserve energy**; have converted to the use of solar and wind to produce power, and use fewer, more durable, renewable, multi-functional, and group-owned possessions.

The Challenges to Realizing Our Vision

- The people of Greater Houston do not recognize their interdependence with the planet and all of its people.
- There is a reluctance to acknowledge, or rectify, the injustices in our city, state, nation, and world.
- The response is often to lay blame on others rather than sharing responsibility for their causes and cures.
 - The dominant culture generally does not regard poor people, people of color, recent immigrants, gays and lesbians, and people of certain religious faiths and nationalities as brothers and sisters, but rather as the cause of society's problems.
 - Seeing some groups as 'others', other than our brothers and sisters who are victims, encourages people to see them as unworthy, and makes it easier to blame them. This then leads to hostility, which easily breaks out into violence, both individual and collective.

Recognizing the Manifestations of an Unjust Society

These problems are additional challenges we face.
(Read details in the Strategic Plan)

- Problem: **Indifference to the Persistence of Poverty**
- Problem: **Pervasiveness of Violence**
- Problem: **An Ethic Of Exploitation**
- Problem: **The Role of Government**

Our vision of HPJC in 25 years

(see Strategic Plan)

- **What do you like and not like about the vision of HPJC? (Note - this is a different section than the vision of Houston in 25 years)**
- **What would you like to add? (especially things that could be relevant to HPJC planning)**

Goals - Why Do We Need Them?

Why and How do Goals help us to:

- Focus our time, energies, and limited funds
- Recruit volunteers
- Attract donors and grants
- Be more successful
- Realize our vision and fulfill our mission

Feasible Five Year Goals for HPJC as an Organization (from 2014)

- Future of HPJC Committee
- Membership goals
- Communication goals
- Organizational Effectiveness goals

Details are on the following slides (in no particular order).
Think about what **specific goals we should change**,
& **strategies** to reach our goals and achieve our **vision**.

Possible 5-year Goal: Future of HPJC Committee

1. Full time Executive Director
2. Physical space, fully staffed during most business hours
3. Increase annual income to \$75,000 (from \$23,000)
4. Establish fundraising mechanisms in addition to the dinner

Possible 5-year Membership goals

5. Grow membership from 100 to 2000 (hire membership coordinator; make videos; PSA's)
6. Increase diversity in ethnicity, age, education, economic background, etc. of our membership and leadership
7. Recruit ethnically diverse organizations as members
8. Institutionalize amicable relations between members and between member organizations

Possible 5-year Communication goals

9. Professional quality HPJC newsletter and other means of communicating with our membership
10. Full utilization of website features and tools
11. Utilize KPFT and other media to promote events and projects for HPJC and member organizations
12. Make presentations to City Council on peace, justice and environmental issues

Possible 5-year Organizational Effectiveness goals

13. Provide regularly scheduled skill share sessions for members and others
14. HPJC volunteer coordinator and volunteer plan
15. Our five working groups and organizational committees are operating and adequately resourced to address their identified goals.

HPJC Working Groups – Suggested Five Year Goals (from 2014)

- **Foreign and Military Policy**
- **Environmental Justice**
- **Human Rights/Criminal Justice**
- **Economic Justice**
- **Peace Education for Families & Children**

See the Strategic Plan for suggested goals from each of our five working groups, and consider changes, plus strategies to achieve them.

What's Next - for 2022?

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?
- Update Strategic Plan?