

AAUW BOARD RETREAT MINUTES

Monday, August 14, 2017

Present: Andi, Michelsen, Dee McGuffey, Terry Leach, Barbara Reid, Linda Clark, Julie Hanamura, Patty McHugh, Charlene Luks, Ronnie Devitt, Nancy Haiston, Michele St. Clair, Winky Merrill Location: Home of Ronnie Devitt

The meeting began with a get acquainted activity.

FINANCIAL- Review of Proposed budget- Julie

\$10K Branch cash reserve on hand. Some of the reserve spent in 201-17. Discussion as to whether amount should be spent down further or kept as a reserve. General consensus was to keep cash reserve.

Social budget:

Charging and providing the food for the 2016 Holiday Party was a success and paid for itself with some residual cash. Proposal is to charge the same amount for the 2017 Holiday Party and to provide more food.

National Convention:

Sending more people to the national convention would need a bigger budget. Should we consider charging some money to participate in social & cultural events to support operations? National is raising dues this year, not a good time to raise our local dues. Members may not realize the branch gets only \$25 from the total dues.

Consensus of Board. Establish funding for attendance at National Convention. Ideas: Round up participation fees, such as lunch bunch, cultural events, to add to operating budget. Consider a special event that would fund attendance at the convention. Another idea: take a student, scholarship recipient, speech trek winners, etc. Barbara will discuss these ideas with her social committee and bring a recommendation back to the Board for a vote
Programming expenses may need an increase in budget.

AAUW Fund Budget

HEF requested only \$11,000 so that line item will be reduced
Garren Fund- we received \$10K for 2 years, Dr. Garren passed away this year so that may change. The \$10K will be removed from the budget for now. [The grant came in after the New Year last year.]

Scholarships & Grants Budget: - Andi

Linda suggested we consider multiple year scholarships. Nancy pointed out we need a process in place to do this. The Hbg.High School does have a process, but the college counselor has left. If we manage the scholarship, there is tax reporting. One method would be to have a fixed

number of scholarships for each year and applicants for a renewal would be considered along with new applicants. However, the interviewing is already time consuming. Also consider the PR value of announcing new recipients each year.

Rotary assigns a mentor/contact person to each scholarship recipient to follow them for multiple year scholarships.

Decision: Andi and Winky will talk with HS counselors and make a recommendation to the Board whether to pursue multi-year scholarships.

Remove Cloverdale Ed. Found. From Budget (\$2k) We have funded an art class for 3 years.

Community. Grants - add \$6000 as a line item

NBCC may seek grant for preschool

Other possible grants: to Corazon- 1st gen to college mentor program,
Preschool Fair to increase attendance at preschool.

National AAUW Fund:

Our contribution to AAUW funds national is very small compared to the size of branch and amount we bring in. Last year we donated \$4000, plus \$450 for Tech Trek, bringing the total to \$4450. The Tech Trek money was sent directly to National and did not go through our local books.

Last year, Terry put a suggestion in the newsletter for donations to National AAUW Funds. Ronnie pointed out that National does much soliciting and it would be confusing for us to solicit more for them. We solicited our members for our own fund.

Ronnie moved to approve Andi's budget revisions. Michele seconded, Motion Approved
Ronnie moved, Barbara seconded, that we allocate \$750 to Corazon for the Preschool Fair. (from the Community Grants budget). Motion Approved

Linda moved to increase the donation to AAUW national to \$6000. Barbara second. Motion Approved. Consensus was that we will not solicit funds for National.

FUND RAISING Terry

Forum was set at 6 classes next year by email vote of the Board.

Contract with Raven for Forum has been signed.

Julie will request certificate of insurance to cover the Forum.

Paying by session deemed too complicated by the committee.

Tech Trek Fund Raising: Publicity profiled the recipients and unfortunately didn't mention the donor sponsors. Barbara Epstein is willing to train a replacement as Tech Trek fund raiser, seeking corporate funding. Charlene and Patty will assist and seek a long term chair for fund

raising. Consensus: Adjust budget to create a reserve fund of (\$850 x 9) \$7650 for Tech Trek tuition in the event that sponsors cannot be found.

HOMES TOUR:

Finding a Co-Chair was difficult Last year, several committee chairs dropped out midyear. The idea of a paid Admin. Asst. may be considered by the Homes Tour committee. Simplification plans are as follows: no raffle, no shuttle, Expectations (for total raised, etc.) need to be reviewed. It is more important to make the Tour sustainable.

Budget Motion by Linda, seconded by Winky, to approve price changes requested by Carlene Motion Approved. (Price chart distributed.)

CONVENTION REPORT- Nancy

National Dues increasing by \$10 (will be in effect next May)

There were two resolutions that were voted on by the entire AAUW membership.

1. Elimination of the degree requirement for membership - defeated
2. Establishment of a non-voting, non-degreed membership – defeated

National has been losing money so they are taking a hard look at what they are managing and want to focus on what they do best. For example, they gave Tech Trek back to the states. No National Convention until 2020 to coincide with Woman's Right to Vote anniversary.

Branch Policies and Guidelines/ By-Laws

Nancy pointed out that members should be familiar with the By Laws.

Modifications of Policies:

1. Three current items will need to be updated, numbers 15, 22, and 24. Action: Nancy
2. Add that we have a twitter account and need guidelines for it. Action: Linda

Use the word 'collaboration' (not partnership) with other organizations.

Use the word 'review' of financial books (not 'audit'). Renee Mengali, a member CPA, will do the review at no charge.

Board member reports will be saved by the Secretary with each mtg's minutes, but only the minutes will be posted on the web site. Use PDF version

PROGRAMS- Winky

Monthly speaker series discontinued. Instead, goal is 2-3 programs with higher attendance Brainstorming of ideas. Winky passed out a list of ideas.

Possible venues a concern- Raven movie theatre?

Woman's History Month, consider making it a fund raiser to send a HS student to the convention.

Public policy topic- Salary negotiations workshop for young women, be able to help women in your family

Consensus on priority topics: Human trafficking, Fake news, and Salary Negotiation

The Hbg Parade will be considered a social event. Consider a venue for members to watch.

Terry will investigate a croquet event as fund raiser for attendance at Convention

BOARD ACTIVITIES:

2016-17 goals and accomplishments reviewed briefly. (List was attached to May minutes.)

The Board brainstormed new STRATEGIC GOALS for the year.

Consensus on two goals:

1. Establish a fund to send a minimum of 4 members and 1 student to National Convention
2. Volunteer Management : (recruit and nurture volunteers)
Increase the volunteer capacity of membership
Manage official programs to reduce likelihood of burnout

Tactics and sub goals will be discussed at the next Board meeting

Future Meetings: 4:00-6:00 **3rd Monday**, except when the school is closed due to holiday, then meet at Ronnie's. **Annual mtg 5/19**

Logistics:

Board members will email written reports/ updates one week before the Board Meeting. (Do not repeat at the meeting)

Kick Off Sept 12 Board to update web site info by Kick off

Only those Board members who want to ask for specific volunteers will speak.

Linda passed out **communications guidelines** and table of responsibilities and stressed the importance of following them. individuals should not contact the media. She will send this table to committee chairs by email attachment.

Meeting adjourned at 3:00

Respectfully Submitted,

Charlene Luks, Secretary

