

FULL DAY RETREAT
Ronnie Devitt's Home
AAUW Healdsburg Branch
MINUTES OF 9/17/18

The Board Meeting was called to order at 9:15 am after a get acquainted activity

PRESENT: Nancy Haiston, Ronnie Devitt, Linda Clark, Linda Compisi, Beth Wolk, Andi Michelsen, Terry Leach, Winky Merrill, Kate Van Ness, Kathryn Henderson, Patty McHugh

ABSENT: Julie Hanamura, Sue Campbell

The 2018 May and Annual meeting minutes were approved by the Board via email.

Closure on 2018-19 Board Meeting dates:

November meeting moved to 11/12/18

No December meeting

May Board meeting moved to 5/13/19 (prior to Annual meeting)

Annual meeting date, Saturday, 5/18/19

PROGRAM PROPOSALS (Winky Merrill standing in for Sue Campbell)

Terry Leach and Winky reported on the upcoming Opioid program, 10/3/18. The program is principally sponsored by AAUW but has several community co-sponsors. An Eblast will go out for volunteers. It is a free event; open to the public. Ray Holley has been contacted for an interview with Sonoma West publishing, response pending. Outreach has been made to the Press Democrat. There will be a demonstration on the administration of Narcan and Healdsburg Hospital will demonstrate how to identify Fentanyl. \$100.00 checks from all co-sponsors, \$675 rental cost for the Raven Theater.

Winky presented a list of program ideas for discussion by the Board. Sue will make her recommendation to the Board at a future meeting.

Program ideas presented:

1. Women in Cannabis

2. Financial literacy for young girls-target audience-young women (Petaluma branch has done a presentation and may be a resource. Also, a potential to team up with Expanding Your Horizons. Annual conference would be the right target audience.)

3. Managing your financial nest egg

4. Salary negotiation workshops (Start smart/Work smart)

5. Keeping up with Grandchildren “Keeping up with social media”

6. Equal Payday

Policies & Guidelines/By-Laws Review - led by Nancy

Board members and teams encouraged to read Policies & Guidelines and By-Laws.

Policies & Guidelines: Nancy reviewed several items with the Board just as a reminder. Proposals for updates and additions to the Policies & Guidelines were made.

Action Item: Nancy will update document and send to Board for review prior to the next Board meeting.

By-Laws: Several items reviewed on both the Branch and Fund By-Laws. Branch By-Laws, Article X, will need to be updated if Board changes approved. No changes required for Fund By-Laws.

Financial- Review of the proposed Fund & Branch budgets by Nancy.

Action Item: She will follow up with Julie on a couple of items.

Items of Note:

1. Budgets must be submitted to the branch membership by September 30th each year.
2. Funds: Liability and bonding insurance increased in 2018 to \$700
3. The Al Garren Fund is a restricted account and can only be used for renewal scholarships. The Fund will accrue interest which will also be restricted.
4. Andi Michelson reported that there is \$32,000 for SRJC scholarships. There is \$27,000 for High School Scholarships.
5. Community Grants is a new line item and invitations to apply will be offered to selected organizations.

6. The money that has been held in reserve for Tech Trek is no longer needed and that amount is now “Not Designated”.
7. Nancy proposed that our Branch support NCCWSL – National Conference of Collegiate Women Student Leaders. The AAUW 3-day conference for women leadership is in DC. The Petaluma Branch sponsored a student this past year. Andi will work with her contact in the Petaluma Branch to learn more about the program, its costs, its potential benefits and its investment value.

Action Item: Andi will bring a proposal to the Board meeting.

8. Tech Trek has raised more money for scholarships than needed. Last year a proposal was made to use some of the Tech Trek excess to buy robotics kits and \$2,000 was moved to a Tech Trek robotics fund. Since the money was originally donated for Tech Trek scholarships it was decided that using the money for robotics kits was an inappropriate use of funds.

It was proposed that that money be replaced.

A motion was made to replace \$2000 to Tech Trek scholarships from community grants. The new amount for Community Grants is \$10,000.

Motion: Andi Michelsen

Second: Ronnie Devitt

Motion passed

9. Tech Trek is still in need of more money to purchase robotics kits. The Board could allocate more money from the fund or ask the Tech Trek fund raiser to raise money specifically for things other than scholarships. Before taking any action, it was decided that we needed to know more about the request. How much money is needed in total and what else is Tech Trek doing to raise funds for these kits? There needs to be a detailed written request.

Action Item: Sue Campbell

10. Discussed how to capture younger memberships. Free membership to scholarship membership, discussion (potentially 8 women/year)
Take advantage of the National program of one free membership for every 2 members signed up at an event.

Lunch break: 12:05

Discussion of board reorganization led by Linda Clark

1. Update Titles:
 - “Director”- Board position
 - “Chair”-if managing a team, etc. Reports to a Director
2. Public Policy & Programs activities overlap. Proposal will be to keep Public Policy as Board position and have Programs report into PP.
3. Change Community Services title to Mission Based Project Director
4. Create a new position – STEM Director

Consensus was reached to approve changes. Items 1 through 3 will be implemented immediately. Item 4 will be implemented with the new Board in the next fiscal year, 2019-2020

Implementation timeframe- Changes will occur over the next several months with the completion goal before the next Nominating Committee meets in January. Changes such as title changes, can take place immediately.

Action Item: Linda Clark will update Leadership Team lists and distribute.

Action Item: In her next Grapevine President’s article, Nancy, will mention to members that we are aligning the programs with the mission.

There was discussion regarding terms of board members, specifically, President, Vice President, Past President positions.

Action Item: Linda Clark and Beth Wolk will research ideas and present to the Board.

Linda Clark then discussed job descriptions in general

She suggested that the parts of a Job Description (JD) be identified

Describe detail amount needed

Determine owner

Describe responsibilities

Plan to review individual JD

Difference between JD (what you do) vs Job Procedure (how to do your job) e.g. homes tour; procedure is included in timeline

Action Item: Katherine will send the template she used for the Kick Off Party to the board as an example (template)

Action Item: Linda Clark will write a JD template for the next meeting

Annual Meeting Feedback discussion:

Reviewed Feedback-Several ideas were discussed

Patty McHugh added encouraging mentorship partners from the board but should not be a requirement

Discussion of expanding the role of Buddies to 6 months

Reviewed the responsibility of board members to initiate conversations with members who are alone/not included, etc. in a group

Adjust membership form to include interest of new members Discussed "Group of 50"-volunteers who are willing to give short periods of time for limited events, get a list, owner can send it out when volunteers are needed. Decision that this is not needed. Idea tabled.

Brainstormed to develop strategic goals for 2018-2019

Several ideas were suggested but after discussion two were accepted and believed to be attainable and measurable

Strategic goals for 2018-2019 set:

- 1. Establish mentorship programs for Teck Trek Girls**
- 2. Improve new member experience**

Implementation strategies will be developed at the next Board meeting.

President's Report/Miscellaneous Items - Nancy

1. Board members will complete and submit a written report to the entire Board one week prior to the Board meeting.
2. Agenda time should be requested for issues that need discussion and/or resolution.
3. Discussed new brochures, make more generic or be more specific, e.g. Homes tour first Sunday in May rather than specific a date

Action Item: Nancy will send out draft

Board discussions should be candid but private with an expectation of respect for others ideas

Board meetings should be more fun...after meeting activity

Board members were requested to check out AAUW state and national websites

Note: Do not use the term Partnership USE COLLABORATION

Report from Kate Van Ness: Communication-
Reminder that Instagram is "Live"
Graphics person needed

Meeting Adjourned at 3:58 p.m. NEXT MEETING: 10/15/18

Future Meeting dates: 10/15, 11/12, 1/21* , 2/18* , 3/18, 4/15, and 5/13 from 4-
6pm

*Ronnie's House; all other meeting at the Healdsburg Junior HS, Room 3

Respectfully Submitted,

Linda Compisi, Secretary