

**Healdsburg AAUW
Fund Business Meeting Minutes
October 14, 2024**

Location: Healdsburg Community Center

Board Members Attending: Quorum = 8 (based on 15 officers)

Nancy Jane Andrews, President
Celeste Plaister, Vice President
Pam Jones, Secretary
Julie Hanamura, Treasurer
Kim Alexander, Communications Director
Dena Cochran, Fundraising Co-Director
Renee Simi, Fundraising Co-Director
Janice Sexton, Membership Co-Director
Donna Campoverde, Membership Co-Director
Mary Newman, Social Activities Co-Director
Laura Tredinnick, Past President

Absent:

Kerry Weiner Elkind, Scholarship Director
Cathy Mock, Mission-based Programs Director
Linda Clark, Social Activities Co-Director
Patty McHugh, STEM Director

1. **Call to Order:** President Nancy Jane Andrews called the meeting to order at 1:00pm
2. **Minutes:**
 - A. **Minutes Process:** Laura Tredinnick explained the process for approving minutes: After review by the President and Vice-President, the Secretary sends an email with links to Draft Minutes (Fund and Branch) on Google Workspace. (Workspace is a part of Google platform for team collaboration. You don't need to have a Gmail account to access Google Workspace). Board members should use this LINK for edits, not what looks like an attachment. Make edits or ask questions under the edit tool marked "Suggesting." Once edits are consolidated by the Secretary, the President will send the Final Draft Minutes, along with the Agenda, for Board members to review before approval at the next meeting. Once approved, the minutes of the Fund and the Branch will be submitted for publication on the Branch website.
 - B. **September 2024 Fund Minutes Approval:** Renee Simi moved approval, Janice Sexton seconded. Minutes approved unanimously.
3. **Fundraising Report:** Dena Cochran/Renee Simi
 - A. **Tech Trek** – Dena indicated that Patty McHugh will send out requests for TechTrek funding for fundraising as STEM Chair AAUW HBG. Dena and Renee will review.

B. End-of-Year Fundraising Letters

Renee reported on two letters – one in early-November, one in early-December. Renee will organize a spreadsheet based on various AAUW contact lists and will explore potential databases.

C. Funds for Corresponding Secretary. Kim Alexander suggested a budget for sending sympathy cards. Julie suggested collecting receipts for about three months before submitting.

D. PSST Grant. Kim mentioned that the Branch would be receiving a final grant check of approximately \$3,500 from PSST to be used toward Healdsburg students.

4. Fund Financial Report: Julie Hanamura

As of 9/30/24, unrestricted funds \$207,047, Restricted \$159,818 Total \$366,865. YTD revenue \$350 donations revenue plus miscellaneous donations. Expenses: \$935 for insurance, storage, TTAG

5. Scholarship Update: Nancy Jane for Kerry Weiner

Ann Elston will be the Co-Director this year and become Director next year.

6. Adjourn

The Branch meeting was adjourned at 1:40pm. Next Board meeting Nov.12 at the Community Center.

Respectfully submitted,
Pam Jones, Secretary