

February 6, 2014

**AAUW Danville- Alamo-Walnut Creek Branch Monthly Board Meeting, February 6, 2014**

Loretta Altshuler – Co-President	Iris Stone – EYH Co-Chair
Karen Large – Co-President	Asha Bajaj – Public Policy Co-Chair
Olga Erbe – Secretary	Carol Kennedy – AAUW Funds VP
Tena Gallagher – Publicity Chair	
Anna Freitas- Holiday Home Tour Co-Chair	Marian Bliss – Co-Chair International Relations
Mimi Knox– Co-Vice President Programs	Susan Terzuoli – Membership Co-Vice President
Elizabeth Williams – Co-Vice President Membership	Holly Sauer – Parliamentarian
Mary Ellen Blake – President Elect	Lynn Goodwin – Local Scholarship Chair

**Call to Order:** The meeting was called to order at 6:36 p.m. by Co-President Loretta Altshuler at the Shadow Hills Cabana, 1001 El Capitan Drive, Danville, CA. Quorum was confirmed.

**Handouts:** Agenda, Board Meeting Minutes for January 9. Treasurer’s Budget Review, Financial Review Committee Report, Holiday Home Tour Wrap-up Meeting minutes and Expanding Your Horizons details for all volunteers.

**Announcements:** Co-Vice President Loretta Altshuler welcomed members and requested that all comments and presentation be kept brief so the meeting would not go over the scheduled time.

The deadline for Advocate articles is February 15 and Holly Sauer is the new Editor and did a great job on the February edition.

Loretta thanked Mimi, Jo-Anne and speaker Mary Knox for an outstanding program last Thursday at Diablo Country Club. Everyone

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really enjoyed this event and there were many positive comments. The branch sent Mary flowers to thank her for the wonderful presentation.

Loretta shared details of the **IBC meeting** that she and Karen Large attended in January 26, 2014. She thanked Alyssa Harkins who was a member of the panel and did a great job presenting her ideas from the perspective of a recent college graduate and someone who met Anne Munch. Loretta also thanked Liz Williams for being there to represent membership, Tena for her help with publicity, Asha and Joan for help on the planning committee and Asha for helping with questions the day of the event.

There was a membership dues discussion at the IBC meeting. They still want to have a \$4 increase in the State dues to support better programs. This issue did not get enough votes so it will continue to be on the table. The other issue discussed at IBC was voting. There is a 13% rate of voting which is very low. They want every member to vote. Now that we have electronic voting and one vote for each branch member we should all be voting for new officers. Karen suggested a competition between branches to get people interested.

**Approval of Minutes:** Minutes for January 9, 2014 meeting were approved as e-mailed.

**Treasurer's Report/Budget Review:** Loretta reported for Joyce. Credits for the month of January as \$797.84 and disbursements of \$1,264.47.

The balance in the checking account as of January 31, 2014 is \$35,822.33.

**Financial Review Committee Report:** Mary Ellen Blake presented the report completed by the Financial Review Committee meeting which met on January 19, 2014 as submitted by Jacque Schubert, Barbara Critchlow and Mary Ellen Blake (committee members) - handout included.

The highlights of the report were:

The Committee found the Treasurer's records, as kept in her "Binder", complete, detailed, and in good order.

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The Committee commended Joyce Tenney for the great job she is doing in maintaining the Branch's financial records.

The **recommendations** that follow are general in nature and do not reflect upon the Treasurer or her job performance.

To develop a Branch Asset Inventory Protocol.

- Set up an "Inventory" section in the Treasurer's binder.
- All "in kind" donation information should be submitted to the Treasurer for inclusion in her binder.
- Treasurer will include all purchases of Inventory items in her binder (e.g., microphones, serving pieces, etc
- In June of every year, Treasurer will send one general e-mail to all who hold inventory items and request that they update their holdings. This update should include additions and deletions. Deletions will include broken, lost, and obsolete items.
- Treasurer will then prepare the annual year-end Inventory for inclusion, as an attachment, in the Annual Branch Financial Review conducted in July/August.
- It is not necessary for the Inventory to be part of the Mid-Year Review.
- This protocol should house the Inventory in one place for easier update and access the branch.

There was additional discussion about maintaining the inventory on the website, and suggestions that the president(s) would remain responsible for the inventory list. Tena did not think that it should be the treasurer who should be responsible for the inventory list at the end of the fiscal year but the president as it has always been in the past. It could be possible for the treasurer to buy an asset and not list it on the inventory so if the president is the one responsible, she should be able to act as more of a "check and balance" of expenses and assets. More discussion to follow.

To develop a Branch Financial Committee Position Description. A draft of "Branch Financial Review Committee Duties" is attached. This year there was confusion as to the format of the Committee Report and attachments, as well as the location of the Branch Asset

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Inventory. The Committee suggests that future committees' job performance will be easier and more beneficial to the Branch if they are provided a Position Description in advance of the Financial Review.

The Branch Financial Review Committee will again meet mid-year (January) to briefly review the Branch's finances and ensure the annual audit recommendations are being properly addressed.

**Garden Tour Update:** Karen Large reported for Kathy McKnight and Mary Holzheimer. Three gardens are verified. One is worried about frost and we are waiting to hear from the fourth one. We still need more head docents and volunteers. A sign-up sheet was circulated.

**Membership:** Liz Williams updated us on the new member brunch and the latest membership numbers. The brunch date has been set for March 22, 2014 and there will be formal invitations sent. Liz thanked Diane Tinnes for hosting the event at her home.

Currently the membership number stands at 271, which is low but we hope to get new members at the Garden Tour.

**Holiday Home Tour:** Anna Freitas reported that the 2013 Holiday Home Tour Wrap-Up Meeting was held on January 23, 2014. The minutes of the meeting are attached. The main recommendation to increase the price of the ticket was discussed. Anna Freitas made a motion to raise the prices of the HHT tickets to \$35 for Regular and \$30 for Senior tickets and the last week it will be one single price of \$35. Mary Ellen Blake seconded the motion. Motion passed with seven in favor, one no and one abstention.

Other recommendations that require board action will be brought up at a future meeting.

**Expanding your Horizons:** Iris thanked all who are volunteered and shared the following details:

The conference will be at Las Positas College in Livermore on Saturday, February 22, 2014. Directions for parking, time of arrival and procedural details will be provided to all who are volunteering. While we have all volunteers needed, there is always a last minute drop out rate so we need to have a few more volunteers on reserve. The

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volunteer sign-up sheet was passed around. Specific instructions for signing in and all procedures thereafter were shared and will be made available to all volunteers.

**AAUW Funds:** Carol Kennedy reported that the AAUW funds person is in charge of sending names for Branch Honorees to the state lead. Carol is working on finalizing this and will keep it a secret as long as possible to keep the element of surprise. The branch can also nominate a state honoree. She will take care of this and also try to keep it a secret, which is more difficult as the nominee is often involved in providing information needed for the application.

Discussion also took place regarding the creation of another Research and Project Grant, an American Fellowship, or an International Fellowship. Because of time constraints members were asked to think about this and it would come at the next meeting, still in time to file paperwork and give down payment by June deadline.

Research and Project Grant - \$75,000, \$5,000 down, 10 years to pay.

American Fellowship - \$200,000, \$10,000 down, 15 years to pay, and goes to American Women who want to further their graduate education.

International Fellowship - \$200,000, \$10,000 down, 15 years to pay and goes to non- American citizens who want to pursue graduate education in a US school.

**Policy and Procedures:** Holly Sauer discussed the draft of Policies and Procedures as sent via e-mail, and reviewed the summary of the changes in Draft 5.0 as follows:

- Eliminated different sections for Board General Responsibilities and Specific Responsibilities.
- Moved executive committee eligibility for state and national conferences and conventions from Reimbursements to Executive Committee section.
- Added inventory requirements to Administrative Calendar and Treasurer Job Description.
- Removed AAUW Funds confidentiality line from Membership Confidentiality section.
- Added a requirement that interest groups wishing to represent the branch need to make a proposal and

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receive board approval.

- Added section on Branch Representation
- Budget Reserve section updated.
- Removed all references to a separate AAUW Funds budget and bank account in finance sections, AAUW Funds VP, and Treasurer job descriptions due to clarification of requirements from AAUW CA. This item had a lot of discussion. Marian Bliss and Carol Kennedy will meet with the Policies and Procedures committee to make recommendations whether to "remove all references to a separate AAUW Funds budget and bank account in finance sections."
- Added: "All board positions must follow the Board of Directors Responsibilities listed in the P&Ps" to all board positions so that they aren't missed.
- Added that checks over \$1,000 are to be signed to the President, President-Elect, and Treasurer job descriptions. This is only a change for the Pres-Elect, as backup.
- Additional changes made to AAUW Funds job description at board member request.
- Changes made to Advocate Editor job description at board member request.
- Changes made to Webmaster job description, adding Paypal management responsibilities.
- Garden Tour and Holiday Home Tour job descriptions rewritten with co-chair recommendations and to align the responsibilities of the two positions where they are the same.
- Local Scholarship job description updated to add the new Creative Endeavors local scholarship.
- Public Policy job description updated to add visits to members of Legislature and Congress.
- Change to Advocate and Directory Advertising position as requested by Kathie.

**International Program:** Marian Bliss reminded us of the next program, *Is Climate Change Gobbling Up Our Food Supply?* set for

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March 8, 2014 at Crow Canyon, 11:30 to 2:00 p.m. The price is \$26 and deadline for paying is March 1, 2014. All details for this program are in order.

**Programs:** Mimi Knox reminded everyone that information about future programs is always available on the Website and in the Advocate. The April General Meeting/Program will be ***The Magic of Pixar***, on Saturday, April 5, 2014 at Round Hill Country Club from 9:00 a.m. to noon.

Mimi reported on the January 31 program held at Diablo Country Club. The total attendance to that event was 70 individuals. The total cost of the event is not available yet.

**Public Policy:** Asha Bajaj could not report due to time constraints but she submitted a summary of the experience that she had with Joan Conley and Alyssa Harkins at the January 16, 2014, **California Women's Policy Summit: Advancing Women's Health, Wealth and Power** held at the Sacramento Convention Center under the auspices of the California Center for Research on Women and Families - CCRWF. AAUW was one of the non-profit sponsors with Alicia Hetman State President serving as a panelist on Title IX .

The morning session was kicked off by Kate Karpilow, Executive Director who hosted the session titled: ***Implementing Health Care Reform-Mobilizing Women's Networks***.

The moderator was Diana S. Dooley, Secretary, California Health and Human services Agency. The presenters included representatives from various state agencies and community networks especially Black Women for Wellness and the Hispanic group. They have put foot soldiers on the ground to educate enroll and engage at the grass roots level to get maximum participation in Affordable Health Care Act coverage.

The summit luncheon headliner was Sandra Fluke, attorney and social justice advocate for reproductive rights. Sandra had become famous with the infamous comment on Capitol Hill when she asked for contraceptive coverage under the Health Care Act and was immediately given the epithet of "A Slut" .

Sandra alerted all generations of women not to become complacent and to watch out for women's reproductive freedom especially with some

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states turning back the clock on a woman's right to safe and legal abortion, planned parenthood and contraceptive services. "It seems unconscionable that Medicare will cover Viagra for aging men but deny young women contraception, an important aspect of a woman's reproductive years" Sandra cautioned.

The closing session titled: **Building Political Power What we are doing.....and what else needs to happen to achieve equity?**

Presenters were Assembly woman Cristine Garcia, and executive directors of Emerge California, Close the Gap, California and California Women Lead and all organizations trying to get women to run for political office.

The workshops Asha attended were: **Health Disparities: Race, Ethnicity and Gender** and **Reducing the Backlog of Untested Rape Kits**. Joan Conley attended the workshop **on Women, Poverty and Economic Empowerment** and **Title IX Compliance: Opening Doors for Girls and Young Women**.

Alyssa Harkins reported that **Pathways to Policy** was a great opportunity to meet young women with great prospects and aspirations. They had a full day of training before the Women's Policy Summit and had over a dozen successful women speak about their careers and how they achieved success in local/state government and non-profit organizations. There were workshops on networking. They received advice on informational interviewing, and learned about the inner workings of state and local government. After a full day of lectures and workshops, there was a get-together in Senate Majority Leader Ellen M. Corbett's office where they were able to practice networking skills with several of the speakers at the next day's Women's Policy Summit. At dinner they had a mentor at each table. After the summit there was a chance to make a list of goals for the next three months. Staying in touch through email and networking websites like LinkedIn was helpful in making valuable contacts.

The summit helped to fuel ideas on mission based programs in the future and public policy priorities for women. This is an annual event and their recommendation is to build the cost of attendance into the budget for next year.

Alyssa Harkins thanks the organization for sponsoring her attendance to the summit in full and the Public Policy chairs in part.



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**New Business:** Mary Ellen Blake made the motion to approve the formation of a new Theatre/Event interest group. Motion was seconded by Anna Freitas. The vote passed. There are already 15 people signed up for this group which will meet once a quarter.

**Vases and Punch Bowl:** Tena Gallagher is looking for 12 missing vases. The donated punch bowl will be used either for a prize basket the Garden Tour or money received from sales will go to AAUW funds or other designated area by the board.

**Wrap up and Closure:**

The meeting was adjourned at 8:28 p.m.

The next meeting is scheduled for March 6, 2014 from 9:30-11:00 a.m. at Shadow Hills Cabana, 1001 El Capitan Drive, Danville

Respectfully submitted on February 7, 2014  
Olga Erbe/Secretary