

AAUW Board Meeting -- March 12, 2012

The following Board, Appointed and Administrative Members attended:

Roseann Krane, Co-Pres, Web Mstr, E-Mail Mgr.	Robin Halloran, Co-Pres.	Holly Sauer, Pres. Elect, HHT Co-Chair
Tena Gallagher, Membership VP	Angela Domer, Rec. Sec'y.	Pat Gross, Program Co-VP
Asha Bajaj, International Relations Co-Chair	Mary Ellen Blake, HHT Co-Chair	Barbara Critchlow, Local Scholarship Co-Chair
Pat De Rensis, Garden Tour Co-Chair	Kathie Hixon, Corr. Sec'y.	Pat Foster, Local Scholarship Co-Chair
Linda Reeve, Garden Tour Co-Chair	Marcia Steinhardt, Parliamentarian	Elizabeth Williams, Tech Trek Co-Chair
Soni Leighton, Newsletter Editor		

Call to Order and Announcements: The meeting was called to order at 9:15 a.m. by Co President Robin Halloran. Roseann introduced Soni Leighton, our new ADVOCATE Editor and everyone introduced themselves to her. Roseann will work with Soni as to procedures.

Approval of Minutes: Since there were no further corrections to the February minutes, they were accepted as e-mailed by Recording Secretary, Angela Domer.

Treasurer's Report: Roseann had previously e-mailed Melissa's Treasurer's report (*copy attached to official copy of minutes*). Tena Gallagher had noted an \$85 error (a check to EF that was paid, but not marked as such). This error will be corrected on the NEXT Treasurer's report. Roseann informed the Board that if it looks like you are going to go "over budget," please call Robin or Roseann to get "approval." The report was accepted as e-mailed.

Miscellaneous: Robin passed around a note from the Virginia Gildersleeve Foundation and information about being on the California Grand Jury. There was also a request from a person we've sponsored as a Fellow (she is under Jo Harberson's endowment) who would like to come to speak to us. We are full this year, but can probably schedule it for next year. Roseann will follow up.

Advocate Review: Roseann Krane: Submission guidelines are on our website under "For Branch Members."

- All articles should be submitted by the 21st of the month prior to publication.
- Articles should be typed in Word using Times New Roman, Size 10 font (if possible).
- Articles should be sent via e-mail as an attachment.
- Photos should be cropped and ready to use and sent as an attachment in .jpg (if possible).
- Send articles to Soni Leighton at soni@sbcglobal.net AND Cindy Cassady at cassady1@lInl.gov. Cindy checks wording and grammar and passes on to Soni who may still have to make further changes for layout.

Soni's goal is to submit the Advocate to Roseann and Robin for further review in a timely way to ensure publication by Roseann via e-mail by the 1st of the month . . . so please try to adhere to the submission date and guidelines.

Corresponding Secretary: Kathie Hixon sent out the following:

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- Get Well card to Marilyn Milam who had shoulder surgery
- Congratulations card to new Grandma Roseann Krane
- Sympathy card to Gloria Taylor (CA AAUW co-President) for the loss of her niece
- Thinking of you card to Marilyn McCurdy.

Pay Pal: Roseann Krane/Holly Sauer:

- Errors occurred because some purchasers did not hit the "confirm" button and some selections defaulted to the first meal selection (salmon). In the future we will have a separate button for each meal choice.
- Though Roseann had been told we had acquired the non-profit status to receive even lower fees, we were not granted it because we are a 501c4 and not a 501c3. Roseann has asked for reconsideration. She is expecting to hear back in 6 days.
- Our \$27.10 estimate of cost for the 3/24 speaker event covers the lunch charge (\$26.00), plus \$.30/lunch plus the 2.9% PayPal charge on each purchase. There are not 2 prices for this event. Everyone pays the \$27.10 (Karen is able to cover incidentals with the money she previously won from AAUW for Programs). Usually we would have added another \$2.00/lunch to cover incidentals. Our PayPal balance is \$728.50 (28 lunch sales). As of today, we have not suffered a loss nor made a profit from this event. Karen did mention that she was of the understanding that after this event we will have two different prices.
- Holly told us PayPal is not intended to replace check writing/cash, but to add another option and accommodate a younger audience. It was not intended to increase the price for everyone. Future events for which we use PayPal will charge the processing costs to the people who use it and a standard rate for those who chose to pay by check or cash.

Miscellaneous: It was brought out that not enough members know of our upcoming events. If anyone has a suggestion that might help to rectify this, please send them to Holly.

Website Update: Roseann Krane: Linda Jimerson has had to stop backing up our site because of other commitments. So presently our old website (AAUW-DA.org) and our new one (AAUW-DAW.org) are backing each other up on the same server. This is not a safe or secure situation. If anyone knows of any software that works on servers, please let Roseann know. Backups should not be kept "only" on her computer. Roseann is putting out a plea for someone with a strong computer (with a fairly large hard drive) who will back up our site every two weeks. She will install the necessary software on the computer and provide instructions. Presently, when someone "googles" AAUW Danville Alamo they are brought to the old site; therefore Roseann will insert a special link directing the user to our new site AAUW-DAW.org. Everyone thanked Roseann for her hard work.

E-Mail Manager: Roseann Krane: In the past Roseann has trained Presidents to send out e-mails. These past presidents were diligent about sending out notices to members who do not subscribe. Unfortunately, this year we have accumulated a long list of non-subscribers. Roseann was hoping Holly will deal with this during her year as President. If not, Roseann will take care of sending out the notices to subscribe.

Convention: CA AAUW convention is April 13-15, 2012 in Santa Clara. Holly Sauer and Roseann are the branch representatives. We won a free registration award in honor of our excellent programs and Karen Large will be attending (though not all her costs are covered by the award). The next state convention will be in southern CA in 2014; therefore, there will be no 2013-14 state convention for

Loretta and Mary Ellen (our co-pres. elects) to attend and it was suggested that we provide funds for them to attend this year. There was a discussion as to "who" should be using the presently budgeted money for attending state conventions now that everyone has a vote and not just the President. However, Roseann, Karen and Holly are already registered for this year. Roseann stated we have approximately \$7000 in the general fund, but it is not all available due to IRS problems. Though we were excused the original \$2400, we got another letter from the State from which we have not yet been excused (Melissa has submitted a letter to them) and we have \$1527 in Federal fines for our 2005 return when we claimed we did not earn more than \$25,000 (the threshold at which you have to file), but the IRS says we did. After much discussion as to money available in our budget and what expected costs would be, it was noted we had a quorum and **a motion was made by Pat Foster to add \$500 into the budget for the two incoming president elects to attend the 2012 State Convention. Motion was seconded by Asha. All were in favor and the motion passed.** Mary Ellen was asked if she would consider attending, and she said "yes." Loretta will be contacted.

Next year's National Convention will be in New Orleans June 9-12, 2013.

Speech Trek Proposal: Holly Sauer: She would like our Branch to participate in this Program. AAUW branches sponsor local speech competitions for high school students (girls and boys) and issue certificates of achievement or prizes. Winners of these branch competitions are presented for consideration in AAUW's state finals. Three of these finalists are selected to compete at convention (two additional are selected for honorable mention awards). Costs are paid by AAUW CA for finalists and their chaperones to attend convention and prizes are \$1000 (first), \$500 (second/third) and \$100 (honorable mention). Some of the benefits: 1) provide speech contest opportunities close to home, 2) provide a link in our support between middle school and college women, 3) achieve more community visibility, 4) build on our history of belief in this skill. This was started by one of our members, Susan O'Hair. Karen Large has volunteered to be Speech Trek Chair for next year if the position/program is approved by the Board.

The intent is not to take any money away from our present budget, but to set up different fund raising projects. A committee would be set up to establish parameters. Adding another fund raising event is a challenge that would need to be addressed. Holly would like suggestions so this can be addressed at our April Board meeting. The program would start in September and we would have to let the State know by October 1st if we are going to participate. The Board was asked to consider the proposal, send suggestions/comments/questions to Holly **and** Karen Large via e-mail for further discussion/decision at our April or May Board meetings.

President Elect: Holly Sauer: Holly asked if any board member would like to continue in her current appointed position or if someone is interested in another position, please let her know.

Nominating Committee: Asha Bajaj: The following slate was presented:

President: Holly Sauer

President-Elect: Mary Ellen Blake and Loretta Altschuler

Program Vice President: Carol Gerich and Lynn Dodge

Funds Vice President: Roseann Krane

Membership Vice President: Tena Gallagher and Liz Williams

Secretary: Karen Larkin

Treasurer: Melissa Walsh

Tena moved that we accept the nominating slate as presented. Seconded by Pat Foster. A vote was taken and motion was passed. Installation will be May 31st.

International Relations: Asha Bajaj: Mark your calendars for April 21 at 6:30 p.m. for our Rites of Spring program. Included will be treats from India, Persia and Japan, haiku readings, sari try-ons, and wine sipping. There will be a \$10 nominal charge. We will likely have a basket at the door for this charge. We will not be using PayPal. Jo Harberson requested time at this event for the fellowship speakers, but it was decided there was too much going on and it is too late to include this at the event.

Programs: Pat Gross: March 24th Autumn Gem. As of today, we have 29 attending. Norma and Pat will do registration.

Membership: Tena Gallagher: We presently have 286 members (16 life members) with a continuing goal of 300 members.

Garden Tour: Linda Reeve, Pat De Rensis:

- Linda has sent out Feb/March Newsletters to the garden owners.
- We have six confirmed gardens with the possibility of a seventh.
- Linda thanked her co-chair, Pat, for her work.
- Linda has an on-going list of people who said they would be interested "next year."
- Linda and Pat will send final information to Roseann by Friday.
- Linda showed us the mock up of the ticket and post card and acknowledged Dora-Thea for her art and photography. Post cards (which are bigger this year) will go to print March 19th and should be received by the last week in March.
- There is a need for additional docents. Sign-up sheet was passed around.
- Many homeowners expressed concern about opening their homes/gardens to the public for fear of someone casing their homes and properties. We will have no homeowners names or photographs on the tickets and addresses will appear only on the tickets, not in any publicity. There is no history of anything ever happening to any of our homes after the tours.
- This year we have added a raffle. There will be 5 to 7 items including a piece of original artwork, baskets of goodies, and gift certificates. We will have a docent selling raffle tickets. Our raffle application covers this event.
- There are major concerns about using PayPal for this event. We cannot change the price to cover the additional costs (approximately \$1.00 per ticket). This could cost us as much as \$1000. This is a big event with a lot to do in a short time, Robin suggested using PayPal with smaller events (such as the Sept. Brunch) giving us more time to think this through as a possibility for our large events next year. Linda and Pat decided to defer using PayPal for the Garden Tour this year.

Local Scholarships: Barbara Critchlow:

- Committee members are Pat Foster, Barbara, Alicia Jones, Carole Allen, Loretta Altshuler, and Marcia Steinhardt.
- There is no definite place set yet.
- There is concern about joining the awarding of the scholarships and installation. By virtue of our raising the level of the scholarship grant, we will have fewer recipients, but we won't know until after April. If we don't combine them at Installation, we will have a tea for the winners. There

was also concern as to whether or not the girls would be finished with their exams yet and may find it too difficult to take the time May 31st. Decision is delayed for now. Deadline for applications is April 1st.

Policies and Procedures: Marcia Steinhardt: On March 2nd the revised P&P document was e-mailed to Board members and everyone was asked to respond within 5 days with any changes or corrections. From the input received, other changes were made and e-mailed to Board members prior to the meeting (*a copy of the e-mails sent listing the main areas of revisions/additions is attached to official copy of the minutes*). Major changes were to add the liability and audit recommendations, adding Graphic Designer and E-Mail positions, set speaker's fees at \$150 max (without Board approval), document certain procedures that were not in the P&P, such as the method of selecting the CA Gift Named Honoree, the duties of the Audit Committee (the name will be changed to Financial Review Committee in the final document), and changes to the Branch calendar, including when the AAUW Funds Budget is set.

Matters of concern discussed:

- Melissa, our Treasurer, is concerned that she has had to make decisions as to what to do if a committee goes over budget. She recommends that any "over-budget" expense be approved by the President/s, preferably before the expense is incurred.
- A further suggestion was that "significant" over-budget expenses (temporarily set at \$250) should be brought before the Board. If there is a time problem, the Board can give e-mail approval for the expense.
- Roseann feels the AAUW Funds budget should be the same time as the Branch Budget and the AAUW Funds Chair should be on the Financial Review Committee too. Everyone agreed to these.
- Melissa said that Tech Trek check donations should be made out to AAUW CA SPF in order to be tax deductible and they need to be sent to the Local Branch Tech Trek Coordinator. Tena said they need to be sent to the Tech Trek Treasurer of the particular camp the girls attend. Holly suggested it be worded to send to whatever designation is indicated on the CD that year. This was a plausible solution.
- It was agreed upon to add to the Data Base Manager's duties the job of sorting through all her information and sending each Interest Group Leader the names of members who indicate an interest in the group.

Marcia would like to vote on adopting the revised revisions. Discussion ensued that we need more time. ***Tena made a motion to table accepting the revisions as currently identified until everyone is satisfied. Linda seconded the motion. A vote was taken, everyone agreed, and the motion passed.*** Send all your concerns to Marcia and she will try to accommodate them and at the end of one week (March 19th) will send an e-mail with the P&P's attached and request an e-mail vote. Roseann will send out an immediate e-mail to the Board with this information.

New Business:

- Tena would like to have a "Creative Evening Event" to share and recognize the creativity of our members on either Wednesday, May 16th or Friday, May 18th. Tena will check with Gus Slavin. There would be no expenses involved. ***A motion was made to support Tena's idea to use our name and rent a place under our name and invite interested people to share their creativity. Seconded by Liz Williams. A vote was taken, everyone agreed, and the motion passed.***

- *Attached to the official copy of the minutes is a copy of an on-line article from 2008 in the AAUW Current Topics Briefing #19 regarding 501c4 vs 501c3 status for AAUW branches. Roseann has an interest in pursuing a change in our status. **A motion was made by Holly giving Board approval to Roseann to investigate changing from a 501c4 to a 501c3. Seconded by Liz Williams. A vote was taken and the motion passed.***
- Carolyn Sanchez has had 2 more published paintings in the AAUW Outlook and was in the Blog twice.

Meeting was adjourned at 11: 20 a.m. The next Board Meeting will be Monday, April 9th, 9:30 a.m. to 11:30 a.m. (9:15 arrival).

Submitted by Angela Domer, Recording Secretary