

## AAUW Board Meeting -- May 14, 2012

### The following Board, Administrative and Appointed Members attended:

Robin Halloran, Co-President	Roseann Krane, Co-President, Web. Mstr., E-Mail Mgr.	Holly Sauer, President Elect, HHT Co-Chair
Tena Gallagher, Membership VP	Kathie Hixon, Corr. Sec'y.	Angela Domer, Rec. Sec'y.
Carol Allen, Advertising	Marian Bliss, Directory Mgr.	Joan Conley, Public Policy
Barbara Critchlow, Local Scholarships	JoAnn Dahlin, EYH	Pat De Rensis, Garden Tour Co- Chair
Judith Finch, AAUW Funds V.P.	Pat Foster, Local Scholarships	Karen Large, Program Co-V.P.
Mary Mix, Parliamentarian	Linda Reeve, Garden Tour Co- Chair	Cynthia Savell, Public Policy
Gerry Washalaski, Circulation Mgr.	Elizabeth Williams, Tech Trek Co- Chair	Carol Kennedy, Audit Committee Chair

**Call to Order and Announcements:** The meeting was called to order at 9:30 a.m. by Co-President Robin Halloran at the Shadow Hills Cabana, 1001 El Capitan Drive, Danville after fifteen minutes of socializing with coffee and donuts and excited selections of the lovely jewelry made by Roseann and Robin for every board member. Special thanks were given to Linda and Pat for the successful Garden Tour. Roseann announced Mary Ellen Blake had to withdraw her name from the position of President Elect for 2012/13 due to ill health. Karen Large has graciously accepted the position.

**Approval of Minutes:** Since there were no further corrections to the April minutes, they were accepted as e-mailed by Recording Secretary, Angela Domer. It was noted that a quorum was present.

**Treasurer's Report:** Roseann Krane for Melissa Walsh: Roseann had e-mailed the Treasurer's Report and Melissa's note (*copies attached to official copy of the minutes*). In her note Melissa reminded us that the branch budget from dues is very small and everyone needs to try and stay within budget. Expenses should be submitted for payment within 30 days of expenditure. She also reported that the IRS agreed we do not owe the late filing fee for the 2006 tax year. We received a late filing penalty for our recent taxes, but proof will be submitted that we DID submit the documents on time. We ended April with \$36,274 (checking) with \$1,112.43 in uncleared checks and \$7,833 (savings). The report was accepted as e-mailed.

**Audit Report: Carol Kennedy:** The audit committee was asked to perform a mid-year review. Nancy Powers and Carol met with Melissa Walsh (Marian Bliss - absent). Everything was found up to date and the committee thanked Melissa for her hard work. The recommendations of the committee were presented as follows:

1. Treasurer and P&P/By Laws should be consulted to advise the Board on approved expenses outside the budget.
2. There should be separate budgets for Administration and Fundraising.
3. Monies in Branch Reserve should be decreased per Board decision so as not to jeopardize the Branch's not-for-profit standing.
4. Any unused dues income at the end of the fiscal year should be added to the proposed budget for the next fiscal year to be allocated by the Budget Committee.

5. Recommended revisions to P&P: (1) incurred expenses with receipt will be reimbursed only after the event. (2) Additional expenses over Budget should be approved by the Board "in the form of a formal resolution."

6. Incoming President should appoint an audit committee as early as May for the fiscal year end audit and the commitment to do a mid-year Audit.

*(a complete copy is attached to the official copy of the minutes).* Recommendations will be given to Robin as Parliamentarian for next year. **A motion was made by Pat to accept the Audit committee report** and seconded by Karen. A vote was taken and motion was passed.

**Advertising: Carol Allen:** \$500 was the expected budget, but we made \$1400; therefore, the Advertising Committee needs to make recommendations of an amount for next year. It was noted there are no limitations on what we can use Advertising money on. Carol Kennedy reminded us that any money that comes into the Branch, other than from Fund Raising is for general spending.

**Parliamentarian: Mary Mix:** The Policies & Procedures Committee has completed its review and it has been approved by the Board. If there are any further recommendations, please put them in writing and send to Robin as Parliamentarian for next year. The state-mandated By Laws changes have been made, submitted and approved.

Mary informed us that our bulk mail has now been officially changed to the name "Danville-Alamo-Walnut Creek Branch AAUW". Angela will file the approved permit with the rest of the official name change records. Roseann reminded us that when we mail to the PO Box we should address it to AAUW and then to the particular area for which the mail is intended.

**Garden Tour: Linda Reeve, Pat Foster:** Preliminary total ticket \$ sales: \$20,750 (which includes \$1585 worth of tickets sold at the houses during the tour). That's an approximate 700 tickets sold. Raffle: \$2,525 (with minimal expenses involved). Special thanks from Roseann for all who worked the drawing and to Susan Terzuoli for heading the food committee (attendees commented on how they appreciate the "homemade" foods) and to Candice and Judith for taking care of the money and to the numerous others who contributed to this event. Linda has sent out thank yous and restaurant certificates to the garden owners, Marian is working on a CD of the gardens for the homeowners. Tena reported we signed up two new members. It was recommended that we have more tickets available for sale at the homes that would likely be the starting points of the tour. Linda and Robin both have good prospects for next year's tour. A special round of applause was given to Linda and Pat for getting our beautiful and exceptional gardens this year. Appreciation was expressed to our members who brought people to the Garden tour. It was hoped that next year more of our own members would support the tour by buying tickets. We sold fewer tickets this year, so please brainstorm ideas for increasing sales next year. Linda gave Dora Thea a huge thank you for all her visual work. Linda's engagement to be married June 2nd was announced. She was beaming! (personal aside).

**Programs: Karen Large:** Karen recognized Pat for all her work this year. Program co-chairs have officially decided to give their \$491 profit to Installation. Everyone was reminded to RSVP to the Installation invitation since it is going to be catered. Roseann will send out a reminder after the Wednesday event.

**Local Scholarships: Barbara Critchlow, Pat Foster, Sally Jess (guest):** Sally came to speak to us about the Jane Trittipio Memorial Scholarship. The motion *to be proposed* was read aloud for discussion

purposes only. It included a specific dollar amount of \$300 be added to this Scholarship. This would make it a line item in the budget for which the Branch would be responsible. After lengthy discussion, a motion was put on the floor by Pat Foster: ***"I move that the Local Scholarship committee designate the Jane Trittipio Memorial Scholarship winner the same amount of money as the other scholarship winners with an additional sum of money donated specifically to the Jane Trittipio Memorial Scholarship. This scholarship is to be given annually to one recipient who excels in the medical field. This money will come from the total funds designated for Local Scholarship."*** Liz Williams seconded the motion, a vote was taken and the motion was passed. An opportunity to donate specifically to this fund will continue to appear on our membership renewal form and will be used in the year for which the membership is effective.

Barbara had previously e-mailed the list of recipient names and short bios. Barbara ***made a motion to accept the following as Local Scholarship winners this year: Paige Branson, Erin Delker, Danielle DiDonato, Amanda Fujii, Sarah Hartman, Lindsey Reardon, and Caitlin Rugg.*** Discussion ensued as to whether or not family of our members should be eligible for a scholarship. Additional criteria may be submitted next year and consideration may be given to removing the names of the candidates during the application selection process. The motion to accept this year's recipients made by Barbara was then seconded by Holly. A vote was taken and the motion was passed. Barbara and Pat thanked Carole, Loretta, Alicia and Marcia for their work. A round of applause was given to Barbara and Pat.

**Budget Committee Report: Holly Sauer:** A budget reserves committee (Melissa Walsh, Marian Bliss, Tena Gallagher, Roseann Krane, Carla Pancheco, and Holly Sauer) met to recommend how much should be retained in our reserve and where to allocate the excess funds. Current reserve is approximately \$26,000. The committee recommends maintaining a \$12,000 reserve and that the \$14,000 excess funds be allocated between our Tena Gallagher Research and Projects Grant (AAUW funds) and member programs. The \$12,000 reserve is based on the following contingencies: \$1,000 for Tech Trek, \$2,000 for Local Scholarships, \$6,000 for Dues budget allocations, \$3,000 for miscellaneous expenses. The following motions were proposed:

Holly made ***a motion that the Board set an annual budget reserve of \$12,000, beginning with the 2012-13 budget and going forward, to meet any unexpected costs or budget shortfalls and operating costs of fundraising that may arise in the future.*** Motion seconded by Joan Conley. A vote was taken and the motion was passed.

Holly made ***a motion that \$10,000 be allocated to the Tena Gallagher Research and Projects Grant in the 2012-13 budget, to be paid in 2012.*** Motion seconded by Pat De Rensis. A vote was taken and motion was passed.

Holly made ***a motion that \$4,000 be allocated to Programs in the 2012-13 budget. These funds are in addition to the annual Programs budget amount as determined by the budget committee and approved by the Board in the 2012-13 Budget Planning Meeting. Uses for these programs funds will be recommended by the Program Co-Chairs and receive Board approval. Any surplus at the end of the fiscal year will roll over to the next fiscal year in addition to the annual Programs Budget amount.***

Motion was seconded by Judith Finch. A vote was taken and motion was passed. Definition of "Programs" ensued and discussion needs to be extended to next year.

**Membership: Tena Gallagher:** We were encouraged to attend the Celebration of Creativity Event on Wednesday, May 16th. Tena asked for an allocation of \$50 to cover the cost of food at the event and it was so approved. Hospitality has the money and it will come out of that amount. There will be no selling involved at the Event.

Membership renewal forms are in the mail. Tena reminded us to be cautious of printing costs. Prices have gone up. We will need to adjust our budget for next year.

In September at the Membership Brunch we collected \$304 on the raffles for flowers and the money must go to non-profit; therefore, Tena made ***a motion to give the \$304 collected at the September Brunch to AAUW funds.*** Motion was seconded by Holly. A vote was taken and the motion was passed.

**Public Policy: Cynthia Savell, Joan Conley:**

Cynthia: According to a federal study, eighth grade science tests continue to show an achievement gap where boys still outperform girls. One third of US Eighth grade students lack a basic understanding of physical, life, and earth sciences. World-wide competition is fierce . . . in one Chinese classroom, students are given amino acid by drip to increase their concentration! AAUW suggests that to close this gap, efforts must be made to train teachers to encourage girls to pursue careers in STEM subjects. Cynthia encouraged us to support Prop. 29 because the extra tax goes to finance research and research facilities to support Cancer research and save lives. Cynthia encouraged us to read the small print on Prop. 28.

Joan: The CA budget deficit has gone from \$7,000,000 to \$16,000,000 which means there will be tremendous cost cutting next year and the schools will be hit hard. Joan reinforced the need to look at where the money will be coming from when we vote for bills.

**New Business:** Roseann thanked everyone for coming to the meetings this year. Thanks were then given by the Board to our Co-Presidents.

**Meeting was adjourned** at 11:45 a.m.