

## AAUW Board Meeting — April 8, 2011

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

Mary Mix, Co-President	Karen Schlumpp, Membership VP	Dianne Tinnes, AAUW Funds Co-VP
Loretta Altshuler, Secretary	Susan Terzuoli, LAF Fund Co-VP	Cheryl Kohleriter, Advocate Layout Editor
Alicia Jones, Local Scholarships Co-Chair	Mary Hanson, Treasurer	Dora-Thea Porter, Web Master
Cynthia Savell, Public Policy	Marian Bliss, Parliamentarian	Tena Gallagher, Event Publicity
Asha Bajaj, International Relations	Carol Kennedy, Walnut Creek Satellite Rep	

**Call to Order and Announcements:** The meeting was called to order at 9:05 A.M. by Co-President Mary Mix at Shadow Hills Cabana, 1001 El Capitan Drive, Danville. General announcements included the following:

- Our new Co-President Roseann Krane and New President Elect Holly Sauer are attending the State conference this weekend in Irvine. The theme is *"Bridging the Past, Present and Future: AAUW California Celebrates 90 Years."* Be sure to ask them about it when you see them.
- Robin Halloran is being honored for her outstanding work with fundraising for Parkinson's disease this weekend in New York. Robin has been invited to meet Michael J. Fox, a well known actor and a Parkinson's Advocate on the National level. We wish her well and congratulate her efforts.
- The Museum of San Ramon Valley is celebrating centennial of Women's Suffrage in California, May 14 - July 16, 2011.
- Garden Tour Publicity was featured in the Danville Express and April issue of Views.
- A Pay Equity Teleconference is scheduled for April 12, 2011 from 12:00 -1:00 p.m. Register at <http://mostlymath.jareking.com/payequity.html>.
- We were reminded that the scheduled Joan Buchanan program for May 20, 2011 has been changed to start one hour earlier it is now scheduled for 1:00 -2:30 p.m. at Shadow Hills.
- The Lafayette Garden Tour is scheduled for May 14, 2011 to support Tech Trek. If interested contact the AAUW-Orinda-Moraga-Lafayette Branch. Cost is \$25. Tour includes five gardens.
- Mary passed around a sign up list for donations of refreshments for the Annual Garden Tour and use of any portable tables and chairs for the Installation on June 9, 2011.
- There will be a light luncheon provided by Mary and Marcia after the May 13th Board meeting. Please RSVP to Marcia at 944-5173 or send her an email.
- The list of new Board members both executive, appointed and administrative was sent around for review and is attached. All outgoing officers and those holding Board

positions were encouraged to arrange meetings with their replacements to share ideas, knowledge and experience notebooks or binders. All electronic files should also be transferred to the new holder of the position.

- The Board approved two new interest groups, Movie Group 5 (Name to be determined) meeting monthly on the second Monday late afternoon, led by Marilyn McCurdy. Book Group (name to be determined) led by Norma Spencer, noon monthly meeting the third Monday. At this time there is no conflict with the other scheduled interest groups.
- Asha Bajaj spoke about her involvement with the American Heart Association. She asked for at least five interested parties to lead teams of 10 people who each would raise \$100 for a Heart Association Walk. Some Board members were interested in supporting her efforts. In addition, she spoke about her vision for the International Program 2011-2012 to consider a presentation by regions.
- Dora-Thea Porter displayed her beautiful poster presentation of the 2010 - 2011 Branch activities to be viewed at a home during the Garden Tour. Featured activities were as follows: Annual Brunch, Interest groups, Tech Trek and Local Scholarship Winners, past Holiday Home and Garden Tours.

**Approval of Previous Minutes (Loretta Altshuler):** The final draft March 11, 2011 Board meeting minutes were approved as e-mailed except for a change on bullet number two under the Treasurer's Report. It now reads *the 2011 Tech Trek Registration Payments for 12 girls has been made in the amount of \$9,600.* The motion for passage was made by Karen Schlumpp with a second by Mary Hanson. Both the March 12, 2011 and April 2, 2011 General Meeting minutes were accepted as emailed.

**Treasurer's Report (Mary Hanson):** Financial highlights were reviewed including Balance Sheet as of March 31, 2011 and YTD Profit & Loss, 2010 - 2011. All detailed documents are attached.

- Per the March 2011 Balance Sheet, Total Checking/Savings assets totaled \$40,162.14, including \$32,338.08 in checking and \$7,824.06 in savings. Total Accounts Receivable \$600 and Total Other Current Assets \$326.81 for Total Assets at \$41,088.95. Total Liabilities and Equity \$39,588.95.
- The new Excel spread sheet of the YTD Profit and Loss 2010-2011 was reviewed and discussed. The balance sheet has the usual "look" with all the bank balances shown, but it is now in the Excel format. Everyone felt that Mary Hanson had done an excellent job developing this new way to view the budget and expenses. We are over on our expense spending because of the overestimated number of life time members. Consequently, the budget for 2011-2012 should reflect these additional costs in the budgeted amounts. A new name for HHT expenses on the spreadsheet will be Scholarship and Tech Trek.
- Items for concern include: Tech Trek parents still owe approximately \$600, the Crow Canyon Country Club \$1,500 payment is not settled, and Tech Trek and Local Scholarship payable numbers have been adjusted as discussed and voted upon.
- Follow Up: Transition new Branch name to the Bank account and Tax ID, and place savings in higher yielding CD(s).

#### **Public Policy (Cynthia Savell):**

- There is great concern that both Washington and Sacramento want to remove from Planned Parenthood low priced medical care for those who cannot pay for it. This is not good because many people rely on this as their only opportunity to receive medical attention.
- The state continues to battle balancing the budget putting higher education state and universities at risk.

- As discussed in the April Advocate, Joan Buchanan is scheduled to speak on Friday, May 20, 2011 from 2:00 p.m. -4:00 p.m. at Shadow Hills Cabana. This had been moved to 1:00 p.m. However, now it is questionable if it will happen at all until June because the legislature is meeting and she may not be able to be present for us if she is required to be in session.
- There was also some discussion about Redevelopment agencies. The April Advocate discusses it in more detail. See attached copy of the Advocate.

**LAF April Program Wrap-up (Susan Terzuoli):** The LAF social at the Mercer in Walnut Creek on April 2, 2011 was a big success. The speaker Leslie F. Levy with the law firm Dickson Levy Vinick Burrell Hyams was excellent and informative. There were many positive comments about the event. A special thank you to both Susan Terzuoli and Barbara Welch were given by all Board members. In addition, a thank you was extended to Barbara Critchlow for reserving the room at the Mercer. There were 47 attendees which included our Branch members and others from AAUW Concord. The event collected \$610.

**LAF Appeal Letter (Susan Terzuoli):** As a result of the direct LAF Branch mail out appeal letter, to date members have donated the amount of \$1,455.

**Local Scholarship (Alicia Jones, Sonya Seyler):** Nineteen scholarship applications have been received. However, two are incomplete. Alicia is trying to contact the proper people to complete these applications. Twelve of the applications are medical related. All but one applicant has graduated from SRVHS district. It does not appear that any applicants were from Walnut Creek. The scholarship selection committee (Alicia Jones, Sonya Seyler, Kathie Hixon, Carol Kennedy, and Marian Worrall) will be meeting on April 18, 2011 to identify possible recipients. It is expected that 13 scholarships at \$1,000 each will be awarded. The Board will vote on the identified proposed recipients at the May 13, 2011 monthly Board meeting. To increase the Jane Trittipio scholarship Alicia will publicize that donations are still being accepted.

**Tech Trek (Mary Mix for Helga Glasson, Luisa Hansen):** The June Social is being planned and will probably be scheduled for Sunday, June 12, 2011 from 2:00 p.m. to 4:00 p.m. in the Walnut Creek area.

The 2011 Tech Trek Campers selected from our branch are identified below. A total of 14 campers are being sent to either Sonoma State University or University of California at Davis (UCD). Twelve of the campers are attending the session at Sonoma State University and two campers from Walnut Creek will be attending the University of California at Davis.

Name	School	Camp Location
Ana Boeriu	Foothill Middle	Sonoma State University
Katherine Claybaugh	Charlotte Wood	Sonoma State University
Lauren Clore	Diablo Vista	Sonoma State University
Emma Davitz	Stone Valley	Sonoma State University
Lara Erme	Foothill Middle	Sonoma State University
Shaina Gaba	Los Cerros	Sonoma State University
Hannah Hare	Walnut Creek Interm	University of CA Davis
Diya Jamwal	Stone Valley	Sonoma State University
Sarah Joo	Diablo Vista	Sonoma State University
Renee Lawrence	Foothill Middle	University of CA Davis
Jennifer Lee	Foothill Middle	Sonoma State University
Megan Nethercutt	Foothill Middle	Sonoma State University
Margaret Parker	Charlotte Wood	Sonoma State University
Paisley Shoemaker	Los Cerros	Sonoma State University

All forms and a check for \$50 must be returned by each parent of a scholarship recipient. Helga received all of the \$50 payments from the Tech Trek parents and they have been submitted to our Treasurer, Mary Hanson. The tuition for two girls attending UCD was paid by two members from Walnut Creek.

**Membership (Karen Schlumpp):** The Branch now has 275 members. We recently added six new members which means that this year 41 new members were added to the Branch membership. Membership renewal letters for 2011-2012 are being sent out before May 15, 2011 with a return projection for the end of June 2011. Updated profile sheets will be included with the membership dues and many thought that this could be helpful in identifying committee members. The holder of the name tags this year has been Holly Sauer. Name tags are used by members at programs and events. The person in charge the of the event is responsible for getting the name tags or having Holly provide them. During the Garden Tour, Karen plans to hold a Shape the Future event.

**Programs (Mary Mix for Karen Large, Pat Gross):** Mary Mix reported on behalf of Karen Large and Pat Gross that the March 12, 2011 "*Remember the Ladies*" program at Crow Canyon Country Club in Danville with 65 attendees. Our Branch will be making a small honorarium to the Museum of the San Ramon Valley once all the luncheon bills are paid. The County Club was cooperative and everything went smoothly. Overall Karen and Pat were very pleased with the response.

**Special Committee (Mary Mix):** Possible additional disclosure statements between our Branch and involved parties may be required for the Garden and Holiday Home Tours, Tech Trek and Local Scholarship programs due to the recent complaint by a Local Scholarship recipient about misleading internet publicity. Reviewed will be liability exposure, insurance documents and existing policies and procedures. The team led by Mary Mix will include Loretta Altshuler and Gail Clark.

**Policies and Procedures (Marian Bliss):** All 57 pages of the attached revised and updated *Policy and Procedures Handbook Including Job Description 2011* were sent by email to Board members for their review prior to the Board meeting.

Marian identified the four governing documents for our AAUW Branch:

1. By-Laws that were approved by the members at the March 12, 2011 General Meeting.
2. Standing Rules published in the handbook.
3. Affiliate Agreement
4. Policy and Procedures Handbook which are updated every two years.

Highlights of the changes to this document are as follows: name changes to the Branch (Danville-Alamo-Walnut Creek), new Table of Contents, Administrative Calendar, Budget /Finance section approval of the budget 14 days prior to the September Brunch, Fundraising responsibilities of the AAUW Funds Vice President, Holiday Home and Garden Tour Chair, Membership, new statement (Outside Organization where the Branch will neither raise funds for nor donate funds to any outside organization), delegation of the Installation event to a committee, including past presidents, which organizes the event and selects the installing officer, responsibilities for all positions were update (AAUW Funds Vice President, Secretary, Appointed Officers Job Descriptions (Garden Tour Co-Chair, Holiday Home Tour), new Hospitality Chair as a voting position, Local Scholarship, Public Policy, Tech Trek, Corresponding Secretary, Directory Manager, etc.). A new section was added from the National AAUW Website about the Policy on Candidates for Public Office.

Motion made by Mary Mix to accept the Policy and Procedures as emailed (and the to be finalized new addition of Holly Sauer's Hospitality Section) and reviewed by each Board Members and Marian Bliss at the Board meeting was made with a second by Karen Schlumpp. All were in favor and the motion was approved.

We all thanked Marian for her attention to detail and for the excellent job she did to make all necessary updates and corrections to the Policies and Procedures Handbook.

**Virginia Gildersleeve (Mary Mix):** The Branch Standing Rules did not allow us to donate to an outside organization. So a proposal was made by Mary Mix that would allow for an exception to be made and the Branch Standing rules to be amended to accommodate this motion. A motion by Asha Bajaj to donate \$50 from the 2010-2011 budget to Virginia Gildersleeve was seconded by Dora-Thea Porter and approved by all Branch members. Consequently a \$50 donation will be made to Virginia Glidersleeve. This puts closure to this item of concern.

**Name Change (Mary Mix):** One of the final steps in the Branch name change is to update the Affiliate Agreement with AAUW National to indicate that we are AAUW Danville-Alamo-Walnut Creek. This agreement was downloaded from the AAUW National website and updated to reflect our name change by Co-Presidents Mary Mix and Marcia Steinhardt. Karen Schlumpp made a motion to accept the Affiliate Agreement as revised to indicate our name change. Dianne Tinnes seconded the motion. All were in favor and the motion was passed.

**Adjournment:** The meeting adjourned at 10:45 A.M.

**Next Board Meeting:** Friday, May 13, 2011 at 9:00 A.M. at the Shadow Hills Cabaña.

Respectfully submitted by

Loretta Altshuler, Secretary