

AAUW Board Meeting — January 14, 2011

The following Board, Appointed and Administrative members attended:

Marcia Steinhardt, Co-President	Mary Mix, Co-President	Jacque Schubert, AAUW Funds Co-VP
Loretta Altshuler, Secretary	Karen Large, Program Co-VP	Pat Gross, Program Co-VP
Susan Terzuoli, LAF Fund Co-VP	Mary Hanson, Treasurer	Cheryl Kohleriter, Advocate Layout Editor
Barbara Welch, LAF Fund Co-VP	Karen Schlumpp, Membership VP	Dora-Thea Porter, Web Master
Robin Halloran, Holiday Home Tour	Marian Bliss, Parliamentarian	Sharon Cohune, Hospitality Co-Chair
Tena Gallagher, Event Publicity	Carol Kennedy, Walnut Creek Satellite Rep	Holly Sauer, Hospitality Co-Chair
Cynthia Savell, Public Policy	JoAnne Dahlin, Expanding Your Horizons	

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

- Saint Mary's College in Moraga is showing in their Hearst Art Galley an exhibit titled Lee and Grant from January 30, 2011 through March 20, 2011.
- Roseann Krane has been appointed to serve on the National Career Development Grants Selection Panel from January 1, 2011 through June 2012. Congratulations to you Roseann! This panel evaluates grant applications then ranks and recommends applications for funding in accordance with established criteria and fund availability.
- Joyce Kinton who works with online FUSE Fashion Magazine contacted Mary and Marcia after being referred by Jennifer Brandenburg. She is publishing an online editorial titled "Women Helping Women," reference <http://www.fusefashionmag.com/>. Joyce has written an article featuring Jennifer Brandenburg "busy - business woman and caring mother making time to help young ladies achieve." Both Marcia and Mary were also interviewed. They provided specifics about AAUW's purpose, views and value to help young women. Mary will be sending out a link to her article in an email blast.
- Attached is the letter from Jo Harberson Co-Director of Membership on the California Board of Directors to Carolyn Hayek, Chair of the AAUW Governance Committee requesting a branch name change from Danville-Alamo to Danville-Alamo-Walnut Creek. The California Board of Directors approved the name change in a unanimous vote. Final name change is pending approval by the Governance Committee. Special praise was given to the Danville-Alamo presidents who did an excellent job of making sure that all members had a chance to vote.
- The Web Page has been updated. Everyone was requested to review it and contact Roseann Krane with any additions or changes.
- The AAUW San Ramon Branch is hosting A Celebration of Women in Film featuring *Miss Potter* with guest speakers Carmen Curtis and Judith Hedgpeth. The event is scheduled for Saturday, January 22, 2011 at 7:00 p.m. at the Front Row Theater, Dougherty Station Community Center, 17011 Bollinger Canyon Road, San Ramon. All proceeds go to AAUW Educational Fund.

Approval of Previous Minutes (Loretta Altshuler): The December 3, 2010 Board meeting minutes were approved as e-mailed.

Treasurer's Report (Mary Hanson): Several documents were reviewed including Balance Sheet as of December 31, 2010, Profit & Loss summary 4Q 2010, and AAUW Budget, Fiscal Year 2010 - 2011. All detailed documents are attached.

- Per the December 31, 2010 balance sheet, assets totaled \$50,060.44, including \$42,065.31 in checking, and \$7,823.39 in savings. Total Liabilities are \$3,343.59 and total Equity is \$50,060.44.
- There was a detailed review of the Mid-Year Update found on the AAUW Budget, Fiscal Year 2010 - 2011 document. The dues income was higher than anticipated with our Branch retaining \$21 per member. The membership goal was to make \$300 from the brunch and \$190 was received. Expenses to date for program activities have been breaking even. The Holiday Home tour made \$22,210. A more detailed discussion follows with Robin Halloran's presentation. Hospitality has spent \$114 of their total annual budget of \$150. There was a concern that they may need a larger budget next year. Fixed operating costs to date have been \$1,319. Mary Hanson needs to purchase checks from the bank and deposit tickets for an expected \$30. There was some discussion about this purchase and it was suggested that deposit tickets could be purchased for less at Costco. She was going to look into any alternative options. There will be a final Tech Trek transfer of funds to membership for the cost of the scholarship recipient lunches from the September membership brunch. This will be reconciled at a later date. The budget allocated for the next President Elect is \$1,500 for attending the AAUW National conference and \$500 for attending the AAUW State conference. The total for these two conferences of \$2,000 represents 38% of the total budget for the year. Although this is a significant percentage of the annual operating budget, it was stated that the actual cost of a President Elect attending these conferences would be closer to \$2,200 for National and \$700 - \$800 for State. The difference in the actual cost of attending the conference and the budgeted amount would need to come from the person in the position. At this time there is not additional money in the Branch budget to fund traveling to these conventions. Publications such as advertising revenues, postage reimbursement, advocate postage and printing and directory printing and postage were reviewed. There was concern about details of management of the account by the Circulation Manager. This position manages a notebook recording dollars spent to date. Mary Mix and Marcia Steinhardt are picking up the mail at the box in the Alamo Post Office and feel if something came up they would be aware of it and alert Mary Hanson. Again we were reminded that if you spend money on anything you need to contact Mary Hanson by email with the amount spent and/or expected to be spent.
- Tech Trek has received \$125 in donations.
- A local bank is under consideration for the Branch savings account and purchase of a CD. Home Savings in Rossmoor is being considered. However, if we open a new account at a local bank we need all new legal documentation to be completed. Therefore, we are waiting upon our new Branch name change at this time prior to taking any additional actions. Mary Hanson feels that it would be an advantage to the Branch to open an account which is local instead of on-line so that issues can be dealt with in person instead of virtual.

EYH (JoAnne Dahlin): Our Branch has been an organizing sponsor with Expanding Your Horizons (EYH) for many years. Each year a career conference is held for young women in grades 6-8 to motivate young women to excel in science and mathematics. This year's conference with 14 workshops is being held on Saturday, February 26, 2011 at Diablo Valley College in San Ramon. The keynote speaker is Courtney LeBoeuf who is an Environmental Attorney at Edgcomb Law Group in San Francisco. Registration for this event is limited to 300 girls. Contributing sponsors and the main organizer for this event is Lawrence Livermore National Laboratory. We have 10 middle schools who could potentially send candidates, distribution would be eight from the San Ramon Valley Unified School District in addition to Saint Isidore and the Athenian School. Approximately 28 AAUW volunteers are needed from 9:15 a.m. to 11:00 a.m. and 12:45 p.m. to 2:30 p.m. to monitor areas, assist speakers, pick up evaluations and answer questions. Last year only 10% of the attendees were from our school district and JoAnne is going to contact the middle school Secretary and/or Vice Principal to see about distribution

of the conference materials. She is also hoping to add a personal note of motivation from AAUW to encourage a higher attendance. Tena Gallagher noted that at the last meeting there was a comment about if our Branch should continue to participate in the organization of this event. Tena stated that she felt that many members want to contribute to this event so we should continue to be involved and offer them an opportunity to contribute their time. There was no further discussion and JoAnne is moving forward to make 2011 a successful conference.

Hospitality (Sharon Cohune, Holly Sauer): Sharon reported that hospitality has "kicked off" extremely well. She shared some very favorable and delighted written comments from members who attended their neighborhood meeting. She reminded members on the Hospitality committee that there is to be a follow-up meeting on February 9, 2011 at 6:30 p.m. at Holly Sauer's home. There was some concern shared about reference to a master list of general membership and their associated neighborhood groups that could be obtained from an excel spreadsheet. Kerry Montalvo who is our Database Manager will be contacted so these lists with all required contact telephone, email and address information can be distributed to each Hospitality Host contact.

Public Policy (Cynthia Savell): K-12 education funding is protected unless the voters vote against tax extensions for five years in the June special election. If not, K-12 budget cuts might happen, and most likely more cuts in higher education could come. The budget for the University of California (UC) is in great jeopardy. We should all be very concerned about the budget that is being proposed to be taken away from the UC's. Our next generation who will be taking care of us depends upon this educational system and there are great concerns about the stability of the California public school system. Cynthia distributed copies of the original email sent to her from AAUW California at the last board meeting. Please note the correct spelling of the author Karen Abu-Hamdeh, who is a member of the AAUW California Public Policy Committee and a copy of this article can be found attached. The article presents a discussion about *AAUW and the Future of California Education* and as an *AAUW Member What You Can Do*.

Membership (Karen Schlumpp): On January 22, 2011 a New Member Welcome Tea will be hosted for our new 28 members. Total expected attendance at this time with Board members is around 25, however, about 12-15 new members have not yet responded. Names of new members who have not yet responded were distributed to Board members who will be contacting them and offer encouragement to attend. The tea will be held at the home of Sharon Cohune. Food preparation volunteers were recruited and Marcia Steinhardt, Holly Sauer, and JoAnne Dahlin graciously offered to help. If a Board member cannot attend the tea it was suggested that they provide a written discussion of their position and responsibilities. An excellent form letter prepared by Karen to be sent to prospective new members was distributed for discussion. A copy can be found attached. The letter identifies how the \$86 annual dues are distributed (\$49 National Association, \$16 State Association, \$21 to Danville-Alamo Walnut Creek Branch). If financial assistance is required the branch can provide up to 50% of the annual dues. The letter also provides a discussion of the three ways a new member can join. The first is by joining between January 1 and March 15 with a proration of the annual dues at \$51. The second is to join between March 16 through June 30 for \$86. This enables the new member to gain a few extra months of membership as their membership runs through June 30th of the following year. The third is at the discounted \$61.50 "*Shape the Future*" rate given at the Holiday Home and Garden Tour.

Tech Trek (Marcia Steinhardt): Marcia reported on behalf of Luisa Hansen and Helga Glasson that they are contacting teachers for Tech Trek nominations. If anyone is interested in volunteering to help interview the girls contact either Luisa or Helga. A Tech Trek link will be found on our webpage.

Programs (Karen Large, Pat Gross): The January 6, 2011 program featuring Pedro Bernardy at the Walnut Creek Library was a big success with 25 attendees. Karen thanked Carol Kennedy for her excellent support. The EF program planned for February 22, 2011 at Scotts Restaurant in Walnut Creek will feature Tam Ma, the daughter of a 1979 Vietnamese boat person, who is studying at UC Berkeley. Previous EF programs were praised highly so all members were encouraged to attend. On March 12, 2011 a program titled "*Remember the Ladies*" honoring 100 years of the Women's right to vote in California will be held at the Crow Canyon Country Club in San Ramon. There are 80 seats available for this "sit down" event. The cost will be \$26 per person. A 45 minute presentation is planned. Tena will publicize the event and it will be offered to other branches.

LAF (Susan Terzuoli, Barbara Welch): Susan Terzuoli has arranged for Kathy Dickson, Attorney with the Oakland Women's Law Firm of Dickson Levy Vinick Burrell Hyams LLP to be the speaker for the LAF event

scheduled for Saturday, April 2, 2011 from 4:00 p.m. to 6:00 p.m. She has received many special honors and awards. The location, cost if any and other details are being finalized. Possible locations are the Ranch House or Diablo West. The event is being planned for members and spouses. Donations will be accepted if there is not a charge for the event. It was suggested that a nominal cost of \$10 be charged so there would be a better understanding of attendance and people would feel committed to coming. Concord Branch had hoped to join us at this event but there were concerns about the actual venue. Concord was hoping for a dinner. The goal for this event is 50 attendees and other branches will be invited to attend. Barbara Welch is working on sending out a fund raising letter. She will be contacting Kerry Montalvo about the details of this branch bulk mail project.

EF (Jacque Schubert): Both Jacque and Dianne Tinnes are busy working on the details of the 11th annual Garden Tour to be held on May 6 -7, 2011. We have 7 or 8 gardens scheduled for the tour. A new and exciting brochure is being designed. Volunteers are needed as head docents, refreshment coordinator and docents for the gardens. The cost of the tour will be \$30 per ticket for the general public if purchased prior to April 30, 2011 and \$35 after April 30, 2011. The cost for a senior ticket will remain at \$25. There was some discussion about seniors paying the same rate as the general public after April 30, 2011. The discussion centered around increasing the Senior ticket cost by \$5.00, which is what we do for the regular ticket holder the last week before the tour. However, Jacque felt that it was important that her co-chair Dianne Tinnes be present to voice an opinion about this change. In addition, by reviewing the data after the event we could study what additional profits would be made by this change taking into account both the Garden Tour and Holiday Home Tour sales. However, no decision was made to increase the cost for a senior ticket this year at the meeting. Final resolution was the Dianne Tinnes and Jacque will decide what to do this year regarding raising the senior ticket price for a Garden Tour ticket after the April 30, 2011 deadline. They plan to follow the Holiday Home Tour ticket prices decision for 2012.

Local Scholarship (Mary Mix): On behalf of Alicia Jones and Sonya Seyler, Mary reported that they have formed their scholarship selection committee. Members include Kathie Hixon, Carol Kennedy, Sonya Seyler, and Alicia Jones.

Holiday Home Tour (Robin Halloran): The Holiday Home Tour was a great success. A detailed Treasurer's Report titled AAUW Holiday Home Tour January 12, 2011 is attached. A total of 770 tickets were purchased for \$22,210 (East Bay Florist \$13,025, AAUW \$9,185). In addition, a total of \$969 (\$1,269 once pending is included) was made from the raffle of Mary Mix's beautiful quilt (\$747), truffle proceeds (\$122), sale of decorations (\$300 pending), and a cash donation (\$100). Once expenses were subtracted there was a net proceed of \$22,128.62.

By-Laws (Marian Bliss): Attached is a copy of the proposed draft of the revised Standing Rules and By-Laws. They were reviewed by a committee which included the following members Dora-Thea Porter, Marcia Steinhardt, Sharon Cohune, Carol Kennedy and Marian Bliss.

Highlights of changes in the Standing Rules include the following:

- Name change to Danville-Alamo-Walnut Creek Branch of American Association of University Women (AAUW)
- Fund Raising: The branch will neither raise funds for nor donate funds to any organization outside of AAUW. An exception may be made if proposed and approved by a majority vote by the branch Board of Directors. Note this change was a result of the concern for donations to Virginia Gildersleeve.

Highlights of changes in the By-Laws include the new Branch name to include Walnut Creek, changes to the previous wording include the following:

Article VI. Officers

Section 1. Officers

a. The elected officers for the branch shall be president, president elect, vice presidents of program, membership and AAUW Funds, recording secretary and treasurer.

b. The appointed officers shall be communications, public policy chair, parliamentarian, Tech Trek chair, local scholarship chair Holiday Home Tour Chair, Garden Tour Chair and hospitality chair.

d. No elected officer shall hold more than one office at a time, and no elected officer shall be eligible to serve more than two consecutive terms in the same office.

Section 2. Duties

e. The recording secretary shall record and keep minutes of all board, membership, and special meetings and shall maintain an archive of all minutes and correspondence and branch records. The corresponding secretary shall be responsible for all board correspondence.

Article X. Financial Administration

Section 3. Budget

The annual budget shall be reviewed by the board of directors, distributed to members, and adopted by the membership, at the September general meeting.

- These changes from the By-Laws officer section will translate into a total of seven elected and seven appointed positions. Total voting Board positions has increased to 14 positions. Consequently, to implement these changes to the By-Laws and Standing Rules they will be sent out to the general membership 15 days prior to the March 12, 2011 General meeting scheduled in San Ramon. A total of 26 members must be present to vote on these changes.
- A motion was made by Jacque Schubert to vote on the By-Laws and Standing Rules as corrected and presented at the Board meeting for presentation at the March 12, 2011 General Meeting. A second was made by Cynthai Savell. All voted and the motion passed.

Adjournment: The meeting adjourned at 11:05 A.M.

Next Board Meeting: Friday, February 11, 2011 at 9:00 A.M. at the Shadow Hills Cabaña.

Respectfully submitted by

Loretta Altshuler, Secretary