

## AAUW Board Meeting — Sept. 12, 2011

### 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, Holiday Home Tour
Marilyn Bressler, Hospitality Co-Chair	Karen Large, Program Co-VP	Pat Gross, Program Co-VP
Angela Domer, Rec. Sec'y	Carole Allen, Advertising	Joan Conley, Public Policy
Barbara Critchlow, Local Scholarships	Marcia Steinhart, Parliamentarian	Pat Foster, Local Scholarships
Carol Kennedy, Audit Committee	Kathie Hixon, Corr. Sec'y. Mary Ellen Blake, Holiday Home Tour	Tena Gallagher, Membership VP

**Call to Order and Announcements:** The meeting was called to order at 9:30 a.m.. by Co-President Roseann Krane at the Shadow Hills Cabana, 1001 El Capitan Drive, Danville.

Roseann told us which of the co-Presidents will be conducting Board Meetings: Robin conducted August and will conduct: October, November, February and April. Roseann conducted September and will conduct: December, January, March and May.

#### Board Changes:

- Mary Hanson submitted her resignation as co-chair of the Local Scholarship committee. Pat Foster has agreed to work with Barbara Critchlow co-chairing the committee.
- Anjenette Afridi has submitted her resignation from the Board and it has been granted. Judy and Marilyn will handle the Hospitality Committee with no further help.

Tena distributed the extra copies of last year's Directory to interested members. New Directories will be out in November.

**Approval of Minutes: Angela Domer:** Angela thanked everyone for their input and asked if there were any necessary changes to e-mailed minutes. There were no changes to the August 8th Board meeting minutes; therefore, the minutes were approved as e-mailed. There were no changes to the Sept. 10th General Membership meeting minutes; therefore, they were approved as e-mailed.

**Treasurer's Report: Melissa Walsh(absent):** Prior to any report, Roseann recognized Melissa for all her extra work. Most of it on the IRS problem. On Friday Melissa called the IRS to be sure they had received our response, but they claimed they had not. However, Roseann has the signed mail receipt. When Melissa first called the IRS, they said they had not received our 2005 or 2006 taxes and asked us to submit them. The 2006 copy was found and was mailed with the 2008 return, the required 843 form and another copy of our letter. Roseann called Jacque (2005 Treasurer), but she is out of the country and won't be back until Sept. 22nd. Roseann also called Judy Lauper (2004 Treasurer), but hasn't heard back. Roseann gave recognition to Jacque's efforts this year mentoring Melissa. If the 2005 returns are not located, we will attempt to recreate them to the best of our ability. Minutes of the August 16th executive Board meeting held to discuss the IRS situation and copies of all the forms had been e-mailed to Board Members (*and are included in the official minutes of this meeting*). Board discussion occurred and further Board discussion is needed regarding member mistakes, along with whether or not this should be addressed in Policies and Procedures. When the IRS makes the final decision, the Board will vote on how to handle the fine. The IRS told Roseann that "everyone" needs proof of "every" tax filing and it is our responsibility to "prove" it to them if questioned.

**Budget Vote:** Because at the last Board meeting a non-voting member seconded the motion to present the Budget to full membership, there was a question as to whether we had to take another vote, but there had been other members (voting) who also seconded the vote, so there was no need. Angela has placed a "v" on your name

place card if you are a "voting" member. Roseann would like to consider changing it so that every "Board" member have a vote.

New Committee: This is the year we need to examine our Policies and Procedures; therefore, a new Policies and Procedures committee has been formed by Robin composed of: Marcia, Mary Mix, Holly, Karen, and Gus. Send any suggestions to any of the committee members.

Graphics Designer Position: Roseann needs to get approval for this newly created position. Marcia read the job description which had been e-mailed to the Board several months ago. It would be a non-voting position under the Communications position which has one vote. (*copy of the Graphic Designer Position included in official records of this meeting*). Tena suggested we add: "she confirms with the committee chair that any release will be obtained." This will be added to the Job Description. It will also be added that she keep an Experience Notebook. *Holly made a motion that we establish a Graphics Designer Position under the Communications position. Seconded by Tena. Vote was taken and passed.*

Updates on Board Members: Roseann reminded us that Melissa (Treasurer) and Judy (Hospitality Co-chair) cannot attend our Board meetings because they are still working.

**AAUW Funds Report: (Melissa sent to Roseann)** (*copy of the report included in official records of the meeting*). Roseann briefly went over the figures. Roseann will e-mail a copy of the report to everyone.

**Treasurer's Report: (Melissa sent to Roseann)** Roseann e-mailed everyone the report and the narrative by Melissa (copy of the report included in official records of the meeting). Roseann will resend the report in pdf format. Mary had been converting the previous reports from Quick Books to Excel. Roseann told Melissa to go ahead and do the reports without the conversion. Roseann asked for comments. There was an explanation of the Jane Trittipio scholarship. It is a self-funding fund coming from contributions from other people. Kathie Hixon will call Melissa about this next week and explain how it all works.

**Audit Report: Carol Kennedy:** (*copy of the report, a note from Melissa about two errors in the original budget, Profit and Loss Budget vs. Actual (7/1/11 - 9/11/11) and the committee's recommendations are included in official records of this meeting*). People on the committee: Marian Bliss, Nancy Powers, Melissa Walsh, and Carol. Mary Hanson, as Treasurer, was present, but not on the committee. The examination focused on branch financial transactions associated with programs, membership, administrative activities and the Holiday Home Tour. The Audit is for the previous year ending June 30th, 2011. The audit is limited by the accuracy and scope of the materials provided. Outside the scope of the Audit Committee, the IRS has advised us of a potential tax liability of \$2270.55 and resolution is pending. The committee commended Mary Hanson for keeping detailed records. It was commented that this year our financial accounts have been streamlined to one Savings account, one Checking account, and one AAUW funds account. It was also the responsibility of the Audit committee to examine whether the Treasurer was following through on recommendations from the previous Audit committee and to set forth recommendations for this year's Treasurer (*all of which is included in the Audit report in the official records of this meeting*). A general observation is that there really is no oversight on the Treasurer . . . everybody is responsible to make sure there are checks and balances. It was commented that we do have a type of check and balance in that 2 people have to sign checks, but the audit committee recommends:

- The Treasurer copy the branch president(s) on all required financial reports/bills that are time sensitive, e.g. Branch Financial Report to AAUW CA, Branch Insurance, IRS tax returns, P.O. and Bulk Mail permits, and any other requested reports. Comment was that there should be someone in addition to the President who checks to be sure all major things, e.g. tax returns, are completed and filed. A possible change to Policies and Procedures was discussed.
- The process for expenses and reimbursements should be consistent with branch Policies & Procedures (pg. 4, #4).

- Profit & Loss Summary should include both budgeted and actual income/expenses.
- Treasurer should have all statements available to the Audit Committee before the audit meeting date.
- Reconciliation report (from Quick Books) should be consistent with statement end dates.

Carol will email a copy of the signed Audit Report and attachments to Roseann and Roseann will mail to the entire Board.

Comment was made that the Carbonite back-up system purchased last year keeps the back up on the computer on which it was done; therefore, the back-up is useless unless we can get it from Mary's computer. Roseann will follow up.

Roseann informed us that the version of Quick Books from last year was registered in the name of Mary Hanson; therefore, it could not be transferred over and had to be repurchased for this year. Roseann will check that Melissa has registered it this year in Chapter's name. She was also concerned about the registration on the software Cheryl is using since it is expensive. Roseann stated that software used by the Branch, purchased by the Branch should be registered in AAUW DAW's name and this needs to be addressed in the Policies and Procedures for our Chapter. Roseann reminded everyone before any software was ordered to check with her because she can purchase it at a cheaper rate through a website called "Tech Soup" meant for non-profit organizations.

Carol suggested that when there is money left over from dues at the end of the year, it be transferred over to a savings account. This money is meant for the administration of the Branch. She suggested the \$1,174.22 from last year be designated to savings. We have to be our own financial back up.

A question brought up at this time was what our insurance covers. Roseann said our insurance is provided through the state AAUW and covers accidents that occur at meetings. For special events, we get special insurance (e.g. Holiday Tour). When having an event in one of our homes, most of us have personal liability extra coverage (Umbrella policies).

Carol reminded us that her committee was NOT for this financial year. It was suggested we might appoint an audit committee in the beginning of the year and perhaps conduct quarterly audits or at least appoint one person as a "financial recorder" to check the Treasurer's reports. Roseann was concerned about whether she would need Board approval to do this. Tena stated that this is the President's responsibility and Roseann CAN follow up on this now.

The entire Board thanked Carol and her committee for all their hard work.

**Membership: Tena Gallagher:** Tena said we still have former members who have been contacted, but have not rejoined. She read the names of those who have "chosen" not to rejoin (for various reasons). There are five others who have not responded at all. One long time member, Debi Stein, has not responded and Roseann will call her.

Membership Brunch (Sept. 10):

- Preliminary Report: Attendance: 112; Ticket sales: \$3,000; Speakers Honorarium: \$150; Likely Profit: \$400; Book Sales: \$340. Flower arrangement ticket sales: covered costs.
- Tena thanked the numerous members who contributed time and talent to this successful event. She asked for feedback of the event from the group. Everyone very much preferred having the Interest groups along the walls as you enter rather than in the separate room. Roseann commented that though the speakers were wonderful, they were too long. Further feedback will be emailed to Tena since we were running so far behind today. Tena distributed copies of the petition written by the Habeas Project to Governor Jerry Brown to uphold the Board of Parole Hearing's decision and release the prisoners Joanne Marchetti, Tania Vargas, and Jasmine Brandl and asked, if we chose to, please sign and mail to show our support (*copies attached to the official records of this meeting*).

After hearing the speakers at our Membership Brunch, many of the Board members showed an interest in doing so.

- Since our Tech Trek girls left before the presentation ended, Tena plans to contact our Tech Trek Rep to make the girls aware that this type of abusive behavior is not uncommon in our area.
- Roseann thanked Tena for all her work and the Board enthusiastically agreed.

**Programs: Pat Gross, Karen Large, Norma Spencer (absent):**

- Oct. 23rd Funds Lunch: Though the State AAUW puts this on, we need to publicize the event. It is all on line from the State, but is difficult to access. We need to include information in our next ENews. Karen will try to make some calls and clarify the procedure and will get the information to Roseann to include in the ENews. Roseann must have the information by Sept. 25th.
- Nov. 5th Seneca Falls: On target. Karen told us what a pleasure it is to work with our co-partners Contra Costa National Organization of Women and the Contra Costa Commission for Women. Payment procedures have changed in the past few years and we may have to look into alternative methods. Roseann commented that a number of branches now take payments with credit cards, but we would lose 1.25% off the top. Another possibility would be Pay Pal which would have a yearly fee of \$200 (Contra Costa Commission for Women already has Pay Pal). Tena mentioned we have to be concerned about not being able to control the number of tickets sold and possibly exceeding our capacity, but it was commented that we would be able to control the number of tickets that would be made available. We will be doing a bulk mailing of the invitations next week (Marian Bliss), Tena will do a redo to IBC, and Dora-Thea is working on the invites and programs.
- Karen received an e-mail from our sister Branch, San Ramon, about a joint event in November for National AAUW Month. They suggest members go out November 8th (Election Day) for cocktails to "Toast the Vote." They had been contacted to co-sponsor Seneca Falls but refused. Karen will continue to maintain a working relationship with them.

**Advertising: Carole Allen:** Thus far we have 6 ads totaling \$1300.00. Carole has been trying to get more ads. Mechanics Bank is interested, but make all their commitments in January. She will follow up in January.

**Calendar: Holly Sauer:** No report, but asked for questions. Roseann commented that the Branch may not understand where the calendar is, so perhaps at the beginning of every General Meeting we put up a slide showing how to get to the calendar. Holly is putting a tutorial together to share with Interest Group leads for their groups and put on the web.

**Holiday Home Tour: Mary Ellen Blake, Holly Sauer:**

- Holly brought the quilt in case anyone was not at the Brunch to see it. Mary Mix did a great job making it. Holly also had tickets available to buy or for us to take to sell to others. Holly is willing to go to any Interest Group meeting to bring the quilt and talk about the HHT.
- There were lots of sign ups for HHT docents at the Brunch (names given to Kathie), but Holly is looking for someone to oversee the quilt raffle. Tena volunteered. She also needs two people to manage the refreshments during the tour (one for Friday and one for Saturday). A sheet was passed around for sign ups. Pat Foster and Barbara Critchlow will manage the refreshments.
- Mary Ellen told us we were back down to only 2 homes (another person backed out). She had a list of possible contacts (copy in official records of today's meeting). There were 86 contacts on the list. If you know of anyone, please contact Mary Ellen. Personal relationships seem to be the best way to

get homes. Robin and Tena have been particularly good sources for contacts. If an objection to volunteering a home was due to needing help with decorating, both Holly and Mary Ellen offered to help the homeowner. Several homeowners have agreed to open their homes for next year's HHT tour and many offered to open their gardens for the Garden tour.

- Mary Ellen redid the contract we have been using with the homeowners. She has broken it down to several letters, one of which is the photo permission (gives us authority to publish the photos and asks if they will allow visitors to photograph the homes). She also created a number of e-mails and letters we could send out. We must have the homes for the Holiday tour in place by October 1st. Please do all you can to help.
- Dora-Thea is working on the artwork . . . She is working on a picture of a window (from the outside looking in at a Xmas tree).

**Corresponding Secy: Kathie Hixon:** Get well cards were sent to: Anne Long (broken knee cap), Kathy Marke (injured knee), Roseann Krane (broken arm), Sandy Hoffman (eye injury), Sarah Nix (car accident). Thinking of you card was sent to: Nancy Pinkosh (home fire). Sympathy cards to: Cynthia Savell (loss of son), and Phyllis Dougan (loss of husband). Kathie was asked to send a card to Sally Jess (her son recently had his leg amputated).

**E-News, Web & Email: Roseann Krane:**

- Roseann has one massive job that needs to be done and since she is limited to one-hand typing due to her accident, she needs someone's help who is willing to sit there with her and input data. Angela Domer volunteered.
- Roseann is doing the E-News (Newsletter) for October and November. These are the two months this quarter that Cheryl is not doing the "Advocate." Submissions must be sent to Roseann by the 25th of the previous month. Cheryl needs to send Roseann the ads that should be in. "E-News" will not be as detailed as the quarterly "Advocate". Those not on email will have their copy mailed to them.

**Hospitality: (Marilyn Bressler, Judy Lauper (absent):**

- The Boards were redone and new members showed a great deal of excitement about the groups at the Membership Brunch.
- Judy sent the Hospitality group lists to Roseann and it is already on line. Be sure when you look for the list on our website, look under "For Branch Members" on the left side of the page. Also included are the instructions for the Hostess of the group.
- Karen asked if there was going to be another meeting of Hospitality Group Captains similar to the one we had last year. As of now, there is no plan to do this.

At this point Tena reminded us that we can access our member list on our National website if you put in your membership number.

**Local Scholarships: Barbara Critchlow, Pat Foster:** An enthusiastic welcome was given to Pat (replacing Mary Hanson). They should have a report for us at the next meeting.

At this point Roseann noted we have 7 past Presidents on our present Board in attendance today. Also, there will be a Past Presidents' luncheon Oct. 1st at which Marcia and Mary are the honored guests.

**Public Policy: (Joan Conley, Cynthia Savell (absent):** Joan read an article on the GOP Presidential candidates stand on education. The common theme being more local control and most want the Dept. of Education to be much smaller, or even eliminated. Joan read a long list on the status of California proposals, amendments, etc. Roseann asked that she send this list to her for the Newsletter and for posting on the Public Policy section of our webpage and Angela asked that she get a copy to include as an attachment in the official

record of the meetings of this meeting. Robin also asked if Joan could send these ahead of the Board meetings. There are also updates on the aauw-ca.org website under Public Policy.

**New Business:**

- Karen asked for a clarification regarding the publication of the "Advocate", the monthly newsletter, and e-mail blasts. Roseann stated that Cheryl does the "Advocate" quarterly and for the months it is not published, Roseann will publish a Newsletter (E-News) at the beginning of the month. However, as other important matters come up during the month, she may have to send out that information (Blasts). There was a question as to what was voted on or not at last year's meeting regarding this issue. It was noted that last year we decided to try this schedule for one year as an experiment. Roseann asked board members if they would like her to not publish the E-News and Blasts and everyone said they relied on getting this information. Angela commented that as Interest Group Leader she wasn't sure what information to send to whom. The "Advocate" gives general information and the Group Leads, but Roseann's E-News is more specific for the month's activities. Most Interest Group leads also keep their members notified. Tena commented that many members who have not rejoined told her it was because they were never contacted by the Interest Groups they signed up for. It is extremely important that initial contact be made.
- Roseann thanked everyone for all their understanding on the tax problem.
- Robin reminded everyone to also send a copy of their reports ahead of the Board meeting to Angela, including handouts if possible.

**Next Board Meeting:** Monday, Oct. 10th, 9:30 - 11:30, Shadow Hills Club House, 1001 El Capitan Drive, Danville. Social time and set up at 9:15.

**Adjournment:** The meeting adjourned at 11:40 a.m.

Angela Domer, Recording Secretary