

**AAUW Danville- Alamo-Walnut Creek Branch Monthly Board Meeting,
December 5, 2013**

Loretta Altshuler – Co-President	Kathy McKnight – Garden Tour Co-Chair
Karen Large – Co-President	Bev Nidick – Women’s Issues Co-Chair
Olga Erbe – Secretary	Carol Kennedy – AAUW Funds VP
Tena Gallagher – Publicity Chair	Joyce Tenney - Treasurer
Anna Freitas- Holiday Home Tour Co-Chair	Judy Lauper – Hospitality Chair
Jo-Anne Lyons– Co-Vice President Programs	Joan Conley – Co-Chair Public Policy
Marian Bliss – International Relations Chair	Holly Sauer - Parliamentarian

Call to Order: The meeting was called to order at 9:41 a.m. by Co-President Loretta Altshuler at the Shadow Hills Cabana, 1001 El Capitan Drive, Danville. Quorum was confirmed.

Handouts: Agenda, Board Meeting Minutes for November 1, 2013, Balance Sheet Standard, Profit and Loss Standard, and the Branch Calendar. Flyers/Announcements circulated at meeting: Delta Contra Costa AAUW Branch Barnes and Noble Book Fair, AAUW Concord Farmacology Event at the Ygnacio Valley Library, IBC Event: Sexual Assault film and panel discussion Sunday January 26, 2014, Lafayette Library and Learning Center.

Announcements:

IBC

Loretta attended and represented the branch at the IBC meeting on Tuesday, November 19th. The most important issue to share of general interest to the branch is the IBC Sexual Assault film viewing followed by a panel discussion, Sunday, January 26, 2014, 1:30 to 4:00 p.m. at the Lafayette Library and Learning Center.

A follow up team met at Diane's house to plan the event: Loretta Altshuler participated to represent our branch. In addition some of our branch members also volunteered their ideas: Asha Bajaj, Joan Conley and Alyssa Harkins are serving on the team. Alyssa also agreed to serve on the panel. We thank them for this.

Special thanks to Mimi for providing a contact: Diane Bell-Rettger (IBC) spoke to Nancy Georgiou, an attorney with the District Attorney’s office, and she will be on the panel Sunday, January 26th. She is still waiting to hear from Cynthia Peterson of Community Violence Solutions about a nurse or therapist on the SART (Sexual Response Assault Team). A special thanks was extended to Tena, who is working with Diane on publicity.

Expanding Your Horizons: Loretta reported for Pam and Iris. Additional volunteers are needed for this event on Saturday, February 22, 2014 at Las Positas College in Livermore from 9:00 a.m. to 3:00 p.m. Sign-up sheet with times was sent around the room for members to volunteer. Current counts are as follows: 8 (plus two maybes) for morning and 8 for the afternoon. Five that are not included in the count have not noted the shift they want to work. Pam and Iris will follow up to confirm the shifts.

Tech Trek: Loretta presented for Helga Glasson. Four additional volunteers are needed as dorm moms at Sonoma State University, June 22 - 28, 2014. Room, board, and mileage are covered by the camp. You meet other like-minded women who are interested in furthering STEM education for young women. Requirements of a dorm are posted at:

<http://www.aauw.ca.org/Assets/resources/DormMomPositionDescription.pdf> or contact Rory Keller, camp co-director, TechTrek@rorymail.com, or 707 763-2072.

Noriko Byrd's Memorial Service: Will take place Saturday, December 7, 2013 at 10:30 a.m. at St. Paul's Episcopal Church - 1924 Trinity Avenue, Walnut Creek, CA 94596 - <http://stpaulswc.site.aplus.net/wordpress/> Family members are, Mira Moss, Erick Byrd, and Hebron Byrd, Jr. In lieu of flowers, they would appreciate donations in Noriko Byrd's name to: Cancer Support Community, 3276 Mc Nutt Avenue CA 94597 #: (925) 933-0107 <http://www.cancersupport.net/donate.html>

Resignation: Our excellent Advocate Editor Virginia Lane resigned effective December 1st. She was thanked for her contributions to the branch. The January issue of the Advocate will be prepared by Teresa. Marcia, Karen and Loretta will work with her to get this published. If you have articles for submittal please do so via the web site by December 15th. Deadlines have not changed.

Women's Summit: Loretta presented Asha's public policy proposal to fund \$100 each for Joan Conley, Asha Bajaj, and Alyssa Harkins to attend the Women's summit in Sacramento on January 16th, 2014. Kathy McKnight made a motion for our branch to fund Alyssa Harkins' participation with \$100, and to provide an additional \$100 to fund Asha Bajaj and/or Joan Conley's participation for either single or shared attendance. Anna Freitas seconded the motion. Motion passed.

Approval of Minutes: Minutes from the November 14, Branch Monthly Board meeting were approved as e-mailed.

Treasurer's Report: Joyce Tenney reported that during the month of November the receipts amounted to \$7,483.70. Expenses were \$2,394.74 and cash balance in the checking account as of November 30, 2013 is \$22,103.22

Holiday Home Tour: Anna reported that the printed tickets including restaurant inserts, posters, postcards and handouts were completed on time to make more time for ticket sales. An excellent job was done by Jane, Tena, Dora-Thea and several others.

Ticket Sales are going well. Ticket sales to date: General admission 129 and 244 seniors for a total of \$10,036. On-line ticket sales are 32.

The quilt drawing sales are going strong. Both quilt drawing and tour tickets will be sold at the Winter Boutique at SRVHS on Dec 7th. Thank you Helga for the idea and Tena and Loretta for staffing the table. Four Tech Trek girls and two moms have been confirmed to assist at the Holiday Sparkle house wherever needed and to answer questions about their experiences at Camp. Helga and Jane were thanked for arranging that.

Candy Lady (Sue Naas) is reconfirmed and scheduled to be at the Holiday Sparkle house. All docent spots have been filled at least once. They are now replacing docents that are unable to participate.

HHT committee is in the process of developing the wording for an e-blast requesting finger foods. They need about 40 people to bring 3 dozen cookies or small brownies. At this point they have about 18 members signed up to contribute refreshments. The refreshment coordinator, Melanie Wade has reviewed the refreshment facility. She is in the process of confirming refreshment equipment and supplies, contributing ideas for the e-blast and acquiring additional supplies as needed.

Help is still needed for one more shuttle driver or rearranging the current drivers and recruitment of 2014 Holiday Homes. Recruitment for next year's houses will be a focus in December. Please actively recruit for 2014 homes while the homes are decorated for 2013.

All five homeowners are on board and have either completed their decorating or are in process. Visits with the head docents and the photographer are in process. Two houses visited; one more December 5, and two to be scheduled early next week.

An opportunity to purchase Holiday Home Tour Tickets and Drawing Tickets for the Quilt have been made available at the 2013 Winter Boutique put on by San Ramon Valley High School at 501 Danville Blvd., Danville on Saturday, December 7, 2013 from 10:00 a.m. to 3:00 p.m. Also on display will be the Gorgeous Holiday Quilt "Trellis of Stars" made by former president Mary Mix. The drawing for this one lucky winner will be on Saturday, December 14th. One does not have to be present to win. Tickets for the drawing are not tax-deductible and are available at 1 for \$5 or 5 for \$20. While purchasing your tickets, check out the over 65 vendors and great raffle prizes supporting San Ramon Valley High School. On site there will be a holiday

themed photo shoot for kids and families. It will also be a Toys for Tots drop off location. Bring any new unwrapped toy to help local children in need.

HHT Publicity: Tena continues to do an excellent job. Tena was able to get Diablo magazine to advertise the Holiday Home Tour on the front page. She is now working on getting a TV station to do a piece.

Branch Annual Holiday Party and General Meeting: Judy reported that they have received 60 RSVPs. A reminder RSVP will be included in the refreshment eblast. The party will take place from 6:30 p.m. to 8:30 p.m. The quilt will be raffled and there will be a short member meeting to thank everyone, vote on the confirmation of Roseann Krane as the 5th member of the nominating committee and share the success of the funds raised in the HHT.

Directory: Loretta reported and gave a big thanks to Dora-Thea and all those who worked with her to complete the new 2013-2014 Directory especially Liz, Tena, Holly, Kerry and Kathie. Directory team members included: Loretta Altshuler, Karen Large, Kerry Montalvo, Liz Williams, Susan Terzuoli, Judy Lauper, Tena Gallagher, Jennifer Krommenhoek, Kathie Hixon, Holly Sauer and Jo Harberson. Tena will pick up these directories from the printer on Thursday, December 5, and place them in bulk mail so they should be to your home either by the end of the week or early next week.

AAUW Funds: Carol reported that from the Fall fundraising letter they raised \$3,211 in donations, which is about \$1,000 more than last year. 20% of branch members contributed this year (55 individuals). The unofficial year to date amount is \$38,229.

The Branch donated \$1,000 to Carolyn Joslin Donovan International Projects Grant Fund. This came from the undesignated funds monies.

The fellow for the February 11, 2014 meeting has been confirmed. Mamie Chow from Oakland will speak about her Career Development Grant. She is completing an M.A. in Traditional Chinese Medicine. She is partially funded by the Pleasant Hill Branch endowment.

Membership: Loretta reported for Liz Williams that a deposit has been taken to Round Hill Country Club to secure the location for the September 27, 2014 annual branch brunch and general meeting.

Programs: Jo-Anne reported that all information has been submitted to the Advocate. The Speaker for the January 30, 2014 program has been secured and the deposit taken care of for the lunch to be held at Diablo Country Club.

Nominating Committee: Loretta reported for Mary Ellen. The group has already started phone calling potential candidates. Voting to confirm Roseann as the 5th member of the committee will take place at the Holiday Party and General meeting.

Policy and Procedures: Holly announced that a 1st draft of P&P revisions will be presented at the January board meeting. She anticipates that there will still be some open items for revision, so January's will be a 1st draft for review with a 2nd review in February and a vote for approval in March. Deadline dates as follows:

December 25 - The due date for additional change requests.

January 9 - Board meeting review. Holly will highlight content changes, not corrections or re-wording that is for readability or consistency purposes only. However, all changes will be identified in red. For time saving purposes, she asks that your questions/suggestions in the board meeting be limited to helping you to understand the changes only.

January-February review - Please send all detail questions and suggestions for improvement to Holly after the board meeting as soon as possible, no later than Sunday, January 26. Copy other board members you think will be impacted by your questions and suggestions. Holly and the P&P committee will work with the impacted board member through all suggested changes. If possible, Holly will send a revised version to the board before the board meeting. This will depend on the amount of change and how early she receives suggestions.

February 6 - Board meeting review. Same as above.

February-March review - Same as above.

Please send all input to Holly as soon as possible, no later than Thursday, February 20, 2014. The number and scope of changes should be minimized, there should be minimal discussion needed.

Holly will send a final version to all board members by end of day Thursday, February 27, 2014. Your review before the March board meeting is critical for our approval vote.

March 6 - Final Board meeting review and vote. Any changes for review at this point should be small, so that the board can vote its approval with noted changes.

There will be a need for a motion and vote. No general membership vote is needed for the P&Ps.

Special Events: Holly reported the following upcoming special events:

Farmacology, Daphne Miller's new book will be presented at the Ygnacio Valley Library in Walnut Creek on January 11, 2014, 2:00 p.m. to 4:00 p.m. See Handout included. This will be advertised in the next issue of the Advocate.

The Amazing Stories of Immigrant Women will be held Wednesday, March 12, 7:00 p.m. at San Ramon Library. The presentation will be by anthropologist and DVC instructor, Lenore Gallin.

Taking Charge of your Bone Health with Kathy Napoli, R.D., M.A. will take place Thursday, February 13, 7:00 p.m. at the San Ramon Valley Library

Wrap up and Closure:

The meeting was adjourned at 11:13 a.m.

The next meeting is scheduled for 9:30 a.m. on January 9, at the home of Karen Large.

Respectfully submitted on December 5, 2013
Olga Erbe/Secretary