

Minutes of Board General Meeting  
Danville-Alamo-Walnut Creek AAUW  
June 18, 2020

The June 2020 board meeting was conducted via Zoom conferencing, called to order on June 18<sup>th</sup> at 10:07 AM.

Attendance: Asha Bajaj, Tena Gallagher, Robin Halloran, Kathy Harkins, Nancy Murray, Joanne Quijano, Chris Ritter, Claudia Schwarz, Susan Terzouli, Dianne Tinnes, Deborah Wechsler, Liz Williams, Monika Witte.

Have quorum.

Consent Agenda:

- Minutes accepted as emailed.

Membership and Advertising: Deborah reported for Marsha Anderson-Landau

- Marsha has attempted to get a 50 year pin and certificate for Fran Crisman from National, but no response. Tena will try.
- Marsha and Chris will do a member survey to provide input to the August strategy meeting.
- REMAX has donated funds to help sponsor the Garden Tour and will be featured on GT signs.
- Membership will have a table with membership guides and advertiser quick guides at the GT.
- Marsha will begin solicitation for 2020-2021 advertising in July. Chris will update the materials to use for this. Goal is for \$3,000 again; we raised \$2,925 last year. This will more than cover the anticipated cost of the directory in September.

AAUW Funds: Liz Williams and Robin Halloran

- We don't want to continue to defer the presentation by the funds speaker that has been postponed due to shelter-in-place orders. Liz plans to thank the speaker for being available and willing to talk to our group with a letter and a gift card.
- The group suggested that the speaker might be willing to make a recording instead. With her permission, this could possibly be played when we have a brunch or virtual event in September. Liz will check with the speaker. However, we're not sure what platform we might use to show the talk.
- It was noted that our Branch gets to have a Funds Scholar speak to us once every other year.

Local Scholarships: Nancy Murray

- Sally Jess has encouraged people to contribute to the Jane Trittipio Scholarship, so a small amount of additional funds was raised. This JT Scholarship will be added to our Branch Local Scholarship to be given to a medical student. Even though the JT amount has been small, people want to continue to contribute.
- Both the JT and the Creative Endeavors Scholarships are intended to be in addition to our Branch Scholarships for the students involved.

Tech Trek: Monica Witte and Dianne Tinnes

- The Stanford Tech Trek for 2021 has already been canceled. We'll see if other locations follow suit or not.
- Since there wasn't a camp this year, Monica and Dianne have contacted all of the girls and held a virtual meeting (with 3 students) to see what they might like to do instead. The idea was to have a fun, low key experience for the students. As a result, they will be doing a 4 week "fermentation" project to make a fermented food of their choice, such as root beer – based on a book from Bette F.
- We're continuing to get donations towards TT; over \$1,000 more this year in addition to roughly \$10,000 that wasn't spent. There will be plenty of funds for TT in 2021 which will hopefully be used then.
- Monica will be stepping down as TT Chair in the coming fiscal year, so a replacement is needed.

May Financials: Claudia Schwarz

- Monica had questions about carrying forward unused TT funds to the next FY. She'll consult with Claudia, Chris, and Deb.

- Claudia noted that the Balance Sheet needs to track member dues paid this fiscal year for next year's membership. However these funds don't apply to the P&L sheet until the 2020-2021 FY.
- May financials were accepted.

#### Proposed Operating Budget: Claudia Schwarz

- Leaders for each budget category will review them at the August strategy meeting. The current lead will set up the budget for hand off to the new leader. Budgets will be finalized in August.
- Claudia explained that the numbers on the left of the budget categories are just QuickBook codes that are internal to our Branch; there's no relation to any Calif or National numbers. They are used to keep our budget items organized.
- Funds going to Calif SPF or National FUND accounts are not reflected in our Branch books, in particular for Calif SPFs. Leaders for affected areas need to track both Branch and other funds.
- Please give Claudia any feedback about the proposed 2020-2021 budget. Claudia will send a spread sheet to all with income and expenses to date.

#### Fundraising in Lieu of Holiday Home Tour: Chris

- Even though Susan Terzuoli may volunteer the lead the HHT this December, we may not be permitted to hold this indoor event as usual due to health concerns. Options for fundraising will be reviewed at the August strategy meeting. One option is to develop a letter soliciting contributions.

#### 2020-2021 Installation: Deborah Wechsler

- Installation will be a virtual event on this coming Monday, 6/22 at 5:30. There are 44 reservations so far.
- Claudia is doing a PowerPoint. Nancy has information about videos that the scholarship recipients have made for the event. Some of the girls would like to attend the virtual meeting; Nancy will provide their emails so they can be sent invitations.
- Deborah will do a test run this weekend.
- Monica will provide names of major TT donors who have given at least \$500 for inclusion in recognition.

#### Garden Tour: Kathy Harkins

- Chris is doing publicity, Tena has printed and sent postcards.
- Monica and Tena are doing the guides and tickets.
- Head docents have met with the house owners. Susan and Liz have stepped in as head docents.
- We still need more docents!
- Kathy has 40 masks so that there will be some available for visitors if needed.
- Guidelines will be clear that masks and social distancing are required. Hand sanitizer and hand washing stations will be available. No food this time, only individual water bottles will be provided.
- Kathy is reviewing the CA pandemic related guidelines. There will be signs posted at garden entrances and in restrooms.
- Kathy will print the safety plan to have available for each head docent and to show any authorities who might ask.
- How do we ensure that each docent certifies that they are not ill? Maybe create a check-in sheet with appropriate questions to use at the start of each shift. Kathy will consider this.
- Insurance forms for CA AAUW are done, they are due June 30<sup>th</sup>.
- Deborah is working with Susan Mann to do a video to be available on Vimeo for marketing the tour.
- Tena reported that 27 tickets have been sold so far.

#### Strategic Planning: Chris Ritter

- It's a good time to check with membership about interests and any who might like to volunteer. She and Marsha will set up a survey to provide input for our strategy meeting. They hope to contact everyone, and will start with an electronic survey.
- Chris has drafted a survey and would like input and ideas to help assess the level of involvement that members would like. Liz, Claudia, Robin, Kathy and Nancy volunteered to help

- Chris will coordinate a Zoom call to review the survey.
- The Branch Planning Meeting will be held in August, maybe a Thursday? Chris will email all to find potential dates.

Fundraising in lieu of Holiday Home Tour: Deborah Wechsler

- What should we do about fundraising given the restrictions due to COVID this year? Some branches have canceled all activities. We need to decide our direction regarding the Holiday Home Tour.

Leadership Succession Proposal: Deborah Wechsler

- Deborah has a proposal that's posted on the Branch Board's shared drive. The idea is to involve the membership as well. Please take a look at the Leadership Succession Proposal.
- Deborah would like to chair this effort.

IBC Updates: Deborah Wechsler

- The Interbranch Council is an ad hoc group for Contra Costa AAUW branches. It has 5 meetings a year. Deborah is currently the IBC secretary.
- We need a volunteer from our new board to attend coming meetings. Chris will do this. Any other interested board members may attend the meetings as well.
- The IBC arranges the TT social for those students who go to Sonoma State's TT.

Public Policy: Asha Bajaj

- AAUW may be pivoting to give more attention to Black Lives Matter issues. Perhaps we might plan to provide educational information about Black issues; in particular to examine how we've gotten to the current situation.
- Possible ideas include an article in the Advocate, a talk by a police representative, talks by community leaders, or having others share relevant experiences.
- The topic will be added for discussion at the board strategy meeting.

Next board meeting will be on 9/17.

Other Business: None.

Meeting Adjourned at 11:57 AM.

Minutes submitted by Joanne Quijano for Holly Sauer.