



**American Association of University Women – California Online
Board Business Conducted Via Email
July-December 2015**

Krys Wulff, President
Harriet Tower, Treasurer
Cathy Foxhoven, Program VP
Tobi Balma, AAUW Funds VP
Sandy Kirkpatrick, Membership VP
Sandy Hansen, Communications Chair

July

Motion (Wulff): Open a new bank account and authorize branch treasurer, Harriet Tower, to be the signer on the account. Voting conducted July 9-10. Motion adopted.

August

- Conference call meeting (see separate minutes), August 8, 2015.
- Finalized branch goals discussed in August 8 conference call meeting.
- Agreed that the branch policy 4.3 about branch reserves needed to be worded more clearly and that doing so would be part of a policy review this year (see November).
- Approved minutes of the August 8 conference call meeting.
- Posted the budget approved during the August 8 conference call on the website.
- Developed a 10-question member survey using Survey Monkey, and sent it to members at the end of the month.

September

- Reviewed the member survey results. Good response rate: 36 of 60 members. Agreed to share the link to all the survey results with the membership in the next *Onliner News*.
- Based on survey response that indicated few members subscribe to the branch blog's email notifications, agreed to automatically subscribe new members to it when they join, and to subscribe all current members with the reminder they may unsubscribe at any time if they do not wish to receive the blog posts.
- Received invitation from the Iowa-AAUW eNetwork for our members to participate in their programs.
- Investigated possibility of having blog posts automatically post to our Facebook group, but discovered this only works for Facebook pages, and ours is a "group" not "page."
- AAUW Funds VP reported that as a part of AAUW's "One AAUW" campaign, we are encouraged to now refer to it as "AAUW Fund" (singular) rather than AAUW Funds.
- Donna Mertens conducted a financial review. Her report:
 - I compared the bank statements with the records for income and expenses and the deposits and checks agree.
 - I compared the actual income and expense spreadsheet to the financial statement and I have three concerns (Shown here with board responses in *italics*).

1. The dues income shown as \$620 includes dues received in 2014-15 that were paid for 2015-16. *Board response: Unlike the state organization, our branch has always shown dues revenues in the month/quarter/FY it was actually received.*
2. The donation line shows \$60, but \$40 was specified for Funds and was not forwarded to National as requested by the donor. *Board response: This particular donation was not specifically donated for AAUW Funds, and after checking with the donor to verify this, the board decided to use the donation towards the branch's participation in the Speech Trek project.*
3. Web Hosting shows as paid in 2015-16, however check #131 shows a date of 6/16. According to the bank statements that check is still outstanding. *Board response: This check was held by the web hosting company because it was supposed to be for \$85 (and had "Eighty-five" in the written portion of the check), but mistakenly had \$80 written in the numerical portion of the check. The company never contacted our treasurer to notify her of the error, and instead eventually deposited the check in July 2015 for \$80 and accepted that as our payment.*

After hearing the board's responses to her questions, Mertens recommended that a note be added to the financial records about the member donation (question #2, above) to make that clear. Mertens was thanked for conducting the financial review for the branch.

- **PROGRAM:** Program VP led a program for interested branch members on the latest AAUW research report "Solving the Equation: The Variables for Women's Success in Engineering and Computing" with one of the report's authors, Christianne Corbett, as guest speaker.

October

- Motion (Kirkpatrick): Accept the mandatory bylaws amendments as presented. Motion made/seconded October 26. Voting by email October 30-November 2. Motion adopted. Amendments were to:
 1. Article III, Section 2, new mandated language replacing second sentence.
 2. Article III, new mandated section 4.
 3. Article IV, Section 3-a-4-a and Section 3-a-5-c — slight mandated edit.
 4. Article IV, Section 3-b (page 3) and Section 5-a-2, reflecting change in state rules for C/U partner dues.
 5. Article VI, Section 2, new sub-section d to include mandated language on secretary duties.

November

- Reviewed and approved amendments to branch policy:
 - Changed "listserv" to "email list" throughout document, as well as changing "News Notes" to a generic reference to our "newsletter" (allowing for name change in the future, as the president wishes).
 - 2.2: Updated all the dues amounts to reflect current state dues, and added option for a C/U rep to join the branch as an individual member.
 - Updated/clarified language in 2.5-2.7.
 - 3.1-3.2 and 3.6-3.7 clarified language to reflect current practice.
 - 3.4: Changed option for guests temporarily subscribed to PROGRAM email list, not member list.
 - 4.2: Slight edit so budget announcement could be part of newsletter, rather than its own (separate) email.

- 4.3: Clarified language concerning reserve.
- 4.6-4.7: Clarified/updated language.
- 6 (Admin Calendar) — edit to reflect it isn't a committee, but rather the membership VP alone who does the tasks listed in winter/spring.
- 8.7.2.3: If we ever want to discuss endorsements, it makes more sense to do so on the program email list, rather than the membership one.
- 9.4.2: Updated procedures for handling new members (dues).
- 9.4.5: Updated renewal procedures.
- **PROGRAM:** AAUW Funds VP led a program for interested branch members on AAUW Funds and the One AAUW campaign. Guest speakers:
 - Sharon Westafer, AAUW CA Funds Committee Chair
 - Alejandra Rosas, 2015 career development grant recipient
 - Tremayne Parquet, AAUW staff, senior manager individual giving
- Appointed a committee (Sandy Kirkpatrick, Jo Harberson, Jan Cook) to review the branch standing rules and prepare any proposed amendments for a member vote in the spring election.

December

- Agreed to have Alicia Hetman establish a branch Twitter account, and noted that AAUW is considering a webinar for members on how to use Twitter for advocacy.
- Discussed issues with our bank account. In order to have a second authorized signer on the account, both must be present at the bank to change the signature card, which isn't feasible when our officers (current and future) do not live near one another. It was agreed we would research other banking options, including online banks, for the future, and that we would likely make the change to another bank at the end of the fiscal year, at the same time new officers' terms begin.

Minutes recorded by Sandy Kirkpatrick

Approved January 20, 2016