



**AMERICAN ASSOCIATION OF UNIVERSITY
WOMEN – CALIFORNIA ONLINE
MINUTES OF BOARD BUSINESS
CONDUCTED VIA EMAIL
JULY – SEPTEMBER 2017**

Board Members:

Sandra Hansen, President
Sandy Kirkpatrick, Treasurer
Valerie Dillon-Mattos, Co-Program VP
Sallyann Berendsen, Co-Program VP
Kathleen Andreini, Membership VP
Tracey Clark, AAUW Funds VP
Alice Labay, Communications Chair

July

Held board planning meeting on July 16 at Heritage Presbyterian Church in Benicia – see separate meeting minutes.

August

- Approved the minutes of the July 16, 2016 board meeting.
- Approved the 2017-2018 branch budget.
- The program VPs conducted a “getting to know you” branch program on the program email list.
- Prior to the summer renewal of the branch hosting service, President Sandy Hansen had contracted with Dot5Hosting for hosting service under her name for multiple organizations, including the CA Online Branch as a sub-account. Although this provided a discounted monthly rate for the branch (\$2.95/month instead of \$5.95/month), it was done without board discussion or authorization, and the consensus agreement was that any service needs to be registered to the organization, not an individual member/officer. It was agreed to have Communications Chair, Alice Labay, research and report all hosting service options, and for the board to consider policy amendments to address the issues raised.
- Received a 2016-2017 Financial Review Report from Krys Wulff. Motion 8/29/17 (Sallyann Berendsen): Accept the report from Krys Wulff. The motion was made on 8/29/17, and was adopted after email voting completed on 9/3/17.

September

- In response to the recommendations of the Financial Review Report as well as issues concerning board oversight of finances, branch policy was amended as follows:
 1. Motion (Sandy Kirkpatrick): Summary of the motion: Reorganize and amend Policy Section 4. (See attachment for full details)
 2. Motion (Sandy Kirkpatrick): Summary of the motion: Amend president’s job description adding a new 9.1.10 and amend the treasurer’s job description 9.2.8. (See attachment for full details)

3. Motion (Sandy Kirkpatrick): Summary of the motion: Amend the treasurer's job description sub-sections 9.2.2 and 9.2.4. (See attachment for full details)

All three motions were made on 9/6/17, and were adopted after email voting was completed on 9/16/17.

- Following up on the discussion from August (see 4th item listed under August), the board accepted the recommendation of Communications Chair, Alice Labay, to maintain the branch hosting service with Dot5Hosting. Dot5Hosting confirmed it is not possible to transfer the branch's sub-account under Sandy Hansen's name to a new branch account, so it was agreed that the branch would provide pro-rated reimbursement to Sandy for the months the branch used the hosting service under her sub-account, but would immediately open a new hosting service with Dot5Hosting under the branch's name. The new branch hosting service account was opened September 19, and required the branch to pay 24 months of hosting service (at \$5.95/month) in advance for a total of \$142.80.

Signed,

Sandy Kirkpatrick

Attachment: Motions to Amend Policy – September 2017

Minutes approved October 26, 2017-SK

PROPOSED POLICY AMENDMENTS – September 2017

Proposed new language shown in red and deletions shown in ~~highlighted strike-through~~.

MOTION # 1: Amend Policy Section 4, reorganizing the sub-sections as follows:

4. Finance

4.1. **Bank Account.** There shall be three signers for the branch bank account: the branch treasurer, president, and membership vice president.

4.2. **Financial Review.** Branch financial records must be reviewed annually to ensure that record keeping is orderly, accurate and up-to-date. The incoming president will appoint a financial reviewer who is familiar with financial record keeping and has knowledge of accounting procedures. No member shall serve as financial reviewer for more than two consecutive years. The financial reviewer shall submit a report to the board by the end of August.

4.3. Budget.

4.3.1. **Approving the Budget.** The board must approve a branch budget no later than September (See bylaws, Article XIII, Section 3). Once the board has approved the branch budget, it must be posted on the branch website within 15 days, and all branch members notified via the branch email list or newsletter. In preparing the budget, the board takes into account:

- 4.3.1.1. Fiscal health of the branch and all branch fiscal obligations as specified in branch bylaws and policies.
- 4.3.1.2. Realistic estimates of expected income.
- 4.3.1.3. Past budgets and year-end financial reports.
- 4.3.1.4. Branch goals in setting funding priorities.

4.3.2. **Reserve.** A permanent reserve shall be an amount established by the board at 25 percent of the preceding year's net dues income (not including state and AAUW dues income). At no time shall the reserve fall below this base amount. Should the base amount fall below 25 percent, an amount sufficient to bring the reserve up to base level shall be a budget item in the next year's budget.

4.3.3. **Convention Expenses.** The branch budget will include an appropriate amount to reimburse some of the expenses of the branch president-elect for registration, travel, hotel and meals to attend the AAUW CA or national AAUW convention. If the president-elect cannot attend, the board may allocate convention reimbursement funds to another board officer. If no board officer can attend, the board may allocate the funds to any branch member to assist them in attending convention, giving highest priority to first-time

convention attendees. Any branch member receiving convention reimbursement is expected to provide a full convention report to all branch members.

4.3.4. **President's Gift.** The branch budget will include funds for a president's gift. The gift will be:

- 4.3.4.1. Past-president's pin from the Napa Branch (sales of which contribute to AAUW Funds), or:
- 4.3.4.2. If the president already owns this pin, the amount budgeted for the pin will be offered as the president's choice of either a gift from the AAUW store or, if the branch's convention budget did not cover all expenses, additional convention reimbursement.

4.3.5. **AAUW Funds Assessment.** The AAUW CA assessment for AAUW Funds will be allotted from the branch budget, ~~not the funds raised separately in the AAUW Funds bank account.~~

4.4. Payment and Reimbursement.

4.4.1. The treasurer shall pay all bills by the due date or within 30 days.

4.4.2. Vouchers requesting reimbursement should be submitted to the treasurer within 30 days of the date the expense was incurred with the exception of telephone expenses, which may be accumulated over several months if the total expense is under \$25.

4.4.3. Receipts must accompany the voucher. IRS requires receipts for all individual items exceeding \$25.

4.4.4. Most programs are email list discussions or blog postings. If a guest speaker is invited to participate in the program email discussion, the speaker must agree to participate at no charge.

4.4.5. Any expenditure over budget requires board approval, with the exception of non-negotiable obligations to AAUW CA or national AAUW.

4.4.6. No member may engage in a contract on behalf of the branch without prior board approval. The treasurer shall notify the board whenever an existing contract is approaching its auto-renewal date, allowing the board to consider alternatives before the renewal date.

MOTION #2: Amend President's Job Description, adding a new sub-section:

9.1.10. In July appoints a financial reviewer to prepare a report of the previous fiscal year's finances for board review by the end of August. (See Section 4).

AND

Amend Treasurer's Job Description:

9.2.8. Ensures that the branch financial records are reviewed annually. Provides all required records to the financial reviewer as requested.

MOTION #3: Amend Treasurer's Job Description as follows:

9.2.2. Receives all monies due the branch via AAUW's Member Payment Plan, PayPal or a check written to our branch.

9.2.4. Pays all bills provided for in the budget or verified by the president. Notifies the board when an existing contract's auto-renewal date approaches, allowing the board time to consider alternatives before the renewal date.