



**AMERICAN ASSOCIATION OF
UNIVERSITY WOMEN
CALIFORNIA ONLINE BRANCH
MINUTES OF BOARD BUSINESS
CONDUCTED VIA EMAIL
October-December 2018**

Board Members:

Harriet Tower, President
Shelley Mitchell, Treasurer
Sandy Kirkpatrick, Program VP
Jan Cook, Membership VP
Tracey Clark, AAUW Funds VP
Shelly Johnson, Communications Chair

October

- Held a branch program discussion of the California ballot initiatives, with guest speaker Nancy Mahr, chair of AAUW CA Public Policy Committee.
- Reviewed and corrected the Q1 financial report.
- Distributed *Onliner News* to members.
- Discussed plans for encouraging members to donate to AAUW Funds.
- Reviewed and corrected the Q1 minutes.

November

- Confirmed all financial filings have been completed.
- At the request of AAUW CA, discussed the possibility of holding a branch program discussion of the state organization's public policy priorities. However, the state organization ended up opting to send all members individual surveys rather than asking branches to provide feedback from group discussions, so the plans for the program were dropped.
- Distributed *Onliner News* to members.
- Completed the change in US Bank account signature card to include the current branch treasurer, president, and membership VP. The length of time it took the bank to complete the process (over four months) made clear that when there is a change of officers/signers, it would be better to open a new account and close the old one for a smoother transition. Apparently the bank can handle electronic signatures from different locations for a new account, but not for adding signatories to an existing account. It was also clear that having three signers on the account adds an unnecessary layer of complexity, since it is rare for branch officers to live in close proximity where they could physically meet at a bank branch to finalize the signature card.
- MOTION (Kirkpatrick) made on Nov. 14: Amend Policy 4.1 as follows [deletions shown in ~~strike through~~ and additions in red]: "Bank Account. There shall be ~~three~~ **two** signers for the branch bank account: the branch treasurer, ~~and~~ **and** president, ~~and membership vice president.~~" Motion was unanimously APPROVED by vote taken Nov 18-19.

- Noted that national AAUW no longer offers half-year dues, from January to mid-March, but confirmed that dues paid after March 15 covers the entire following fiscal year. Changes in Student Membership required more research to confirm definitions, terminology and fees. Treasurer Shelley Mitchell and Membership VP Jan Cook worked on updating the branch membership form for those who pay dues by check.
- Noting the book group has been inactive for over two years, that page of the website was archived and removed from the navigation bar.

December

- Completed the research on student membership definitions and national/state fees, noting that undergraduates are “student affiliates” and graduate students are “student members.” Section 2 of policy was updated with the corrected information, including links to an AAUW webpage that identifies which colleges/universities are AAUW partner members.
- Assisted national AAUW in identifying a \$5,000 donation to Tech Trek that was incorrectly credited to the CA Online branch, but which was actually made in Marie Wolbach’s honor to be applied to the Tech Trek administrative account.
- Distributed *Onliner News* to members.

Signed,

Sandy Kirkpatrick