



**AMERICAN ASSOCIATION OF  
UNIVERSITY WOMEN  
CALIFORNIA ONLINE BRANCH  
MINUTES OF BOARD BUSINESS  
CONDUCTED VIA EMAIL  
October - December 2019**

*Branch Established October 2, 2001*

**Board Members:**

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

**October**

- Reviewed, corrected, and accepted the Q1 financial report, which was then posted in the Members Only section of the branch website.
- Reviewed, corrected, and approved the Q1 minutes of business conducted by email, which was then posted on the branch website.
- Reviewed branch member survey results, assessing the use of a private Facebook group for the August “Getting to Know You” branch program.
- Continued to review branch Policy (begun in Q1) and consider amendments. It was noted that there are two places in the branch Bylaws that should be amended (Article VIII, Section 2-a, and Article IX, Section 1-a), and that the board should craft those proposals in early 2020 to be presented for member approval when branch elections are held in the spring.
- Distributed *Onliner News* to members.
- Announced Fall program: “Immigration – the impact of current policies and practices on women and families.” The program featured immigration attorney Carl Shusterman and AAUW member Ginny Hatfield, and was conducted on the branch’s private Facebook group to test how well this platform works for branch programs when guest speakers are involved.
- Approved a proposal by member Gail Swain for her to coordinate a White Elephant silent auction fundraiser on the branch’s public Facebook group, with proceeds going to the AAUW Fund. After considering opening a branch PayPal account to be used only for fundraising, it was instead agreed to allow Gail to use her own PayPal account for this fundraiser – which would allow all payment transmissions to be exempt from fees – on the condition Gail provide the board with a full accounting of all transactions. The fundraiser was approved to have bidding occur November 18-30, with winning bidders making payments December 1-7, and donors shipping items no later than December 16.

**November**

- Treasurer Shelley Mitchell reported that the branch debit card was declined to process dues payments to AAUW because it still had a previous treasurer’s name on the card. The bank issued a new card, resulting in the next monthly auto-payment for the G Suite account for branch email lists to be rejected until the Google account’s payment records could be updated with the new

debit card information. In addition, the October bank statement showed two fraudulent charges on the old card: a \$93 charge to a boutique that had already been reversed, and an October 21 charge to a merchant in Cairo, Egypt for \$24.73 plus international processing fee of \$0.74. The bank fraud department discovered the old debit card had never been properly closed, promptly closed it, and provisionally reversed the October 21 charges. The pros and cons of having a branch credit card instead of debit card were discussed, with no decision made to make changes at this time.

- Treasurer Shelley Mitchell reported the California Franchise Tax 199-N form and Annual Registration renewal with the Secretary of State had been filed electronically.
- Continued to review proposed amendments to branch Policy. Draft #7 was approved on November 15, and the updated Policy was posted on the branch website. Changes included:
  - Providing clarifying language and reordering some subsections in Section 2 (Membership). The date when non-renewing members are removed from the branch email lists was changed from July 1 to the end of August (Section 2.8.1), to be consistent with Membership VP job description.
  - Providing clarifying language and reordering subsections of Section 3 (Branch Business/Programs).
  - Providing clarifying language and reordering subsections of Section 4 (Finance).
  - Adding clarifying language to Section 5 (Board of Directors, Responsibilities in addition to those in the bylaws).
  - Providing more details to the Administrative Calendar in Section 6.
  - Deleting Section 8 (Candidate Endorsements), and adding a new sub-section to Section 7 (newly renamed Outside Organizations and Endorsements), stating the branch shall not endorse candidates for political office.
  - Updating officer job descriptions in newly renumbered Section 8 (Elected Officers) and Section 9 (Appointed Officers).
- Distributed *Onliner News* to members.

#### December

- Received a White Elephant fundraiser report from Gail Swain, noting that there were bids on 9 out of 15 donated items, along with a few cash donations, totaling \$175 raised for AAUW Fund.
- Distributed *Onliner News* to members.

Signed,

Sandy Kirkpatrick