



AMERICAN ASSOCIATION OF  
UNIVERSITY WOMEN  
CALIFORNIA ONLINE BRANCH  
MINUTES OF BOARD BUSINESS  
CONDUCTED VIA EMAIL  
April-June 2020

*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

April

- Approved amending Policy Section 1.1 as follows (deletions shown in ~~strike-through~~ and new language in red): “1.1. Policies and Procedures Review. This **policies and procedures** document shall be reviewed biennially in the autumn of odd-numbered years and **may be amended by a board vote of approval**, ~~if approved, posted online not more than three (3) days after board approval~~. If this document is inconsistent with the bylaws, it will be brought into compliance with ~~them~~ **the bylaws** without ~~further vote~~. **requiring a board vote of approval. Outdated information in Section 2.2 about dues may be updated without requiring board approval. Whenever this document is amended or updated, the new version shall be posted on the branch website after no more than three (3) days.**”
- Approved the Q3 board minutes and Q3 financial report, which were then posted on website.
- Agreed that the \$50 President’s Gift already distributed in March to Harriet Tower to be used towards AAUW CA Convention expenses could either be used as intended if the postponed convention can be held in the fall or towards a dinner out once the COVID-19 pandemic shelter-at-home restrictions are lifted.
- Held branch election, with voting April 13-17. All bylaws amendments were approved and the slate of nominated officers were elected. (See Q3 minutes for proposed bylaws amendments and nominations for 2020-21 officers.) The branch election was held using the free tool Survey Legend because the number of bylaws amendments combined with the officer election choices exceeded Survey Monkey’s 10-question limit for free accounts. It was noted that Survey Legend only provides aggregate results, rather than showing individual responses as Survey Monkey allows. Although this is not an issue for using Survey Legend for the branch election, it would make it less valuable than Survey Monkey for the membership survey at the end of the year.
- After national AAUW upgraded its website, Communications Chair Shelly Johnson removed the broken link to the RSS feed from national, and agreed to review the branch website to remove or correct broken links to AAUW webpages that were deleted or moved in the redesign. This was completed before the end of the year in June.

- Prepared and distributed Onliner News.
- In lieu of the social gathering planned for the AAUW CA Convention (which was cancelled due to the COVID-19 pandemic), held a “Zoom Cocktail Hour” social gathering on April 23.
- Asked treasurer-elect Jean Simutis to inquire about opening a new bank account at her local U.S. Bank branch, with plans to gradually transfer all funds from the current account to the new account. It was agreed the new account needed to not only have the branch treasurer and president as authorized signers on the account, but also have both designated as “owners” to ensure both officers would have full access as needed.
- Agreed that an additional rule needed to be added to the public Facebook group about fundraising. The new rule posted says “No fundraising for other organizations. In accordance with national AAUW policy, this group may not be used to fundraise for any organization other than AAUW.” (The original discussion about Facebook group rules and administration are in the February 2020 conference call minutes.)
- Presented named gift honoree recognition to Tobi Balma and posted the information on the website. (The selection of the honoree is in the Q3 minutes.)

#### May

- It was agreed to hold a short Zoom board meeting in June to address opening the new bank account, so that minutes of that meeting could be provided to the bank proving authorization.
- Prepared and distributed Onliner News.

#### June

- In consultation with incoming 2020-21 board members, Sandy Kirkpatrick created and distributed a survey of all branch members to gain feedback on this year’s programs and activities, and solicit ideas for the coming year. Out of 71 members surveyed, 42 responded. It was noted that Sandy had access to all 42 responses because she had a long-standing Survey Monkey account, but that newer users of Survey Monkey would only be able to see the first 40 responses unless they upgraded from a free account.
- Held a Zoom board meeting on June 16 to authorize opening a new bank account (see separate minutes of that meeting).
- Approved the June 16 Zoom meeting minutes.
- Prepared and distributed Onliner News.

Signed,

Sandy Kirkpatrick