

AAUW Morgan Hill Branch
Board Retreat
Saturday, June 3, 2011
Home of Peggy Martin

In Attendance: Carol Holzgrafe, Margo Hinnenkamp, Judy Kinker, Elizabeth Mandel, Susan Oldham-Fritts, Carol O'Hare, Karen Anderson, Betsy Ding, Faith Protsman, Kathy Hansell, Patricia Kindred, Janet McElroy, Joanne Rife, Elaine Reimer, Peggy Martin, Donna Dicker, Barbara Palmer, Margaret McCann, Kathy Sullivan, Stacy Forgy, Patricia Crone. A quorum of voting members of the 2010-2011 board was present.

The meeting began with a welcome by incoming President Margaret McCann, followed by introductions of attendees and their involvement with AAUW.

Treasurer's Report:

Treasurer Peggy Martin distributed financials, and made the following observations, with discussions following as noted:

- Insurance may need to be increased next year, as it is based upon membership. She recommended an increase to \$425. (The Board will vote on the budget in September.)
- Gifts, awards, and donations could possibly be reduced, although some receipts may not have been submitted. (All receipts should go through the Operating Account.)
 - Peggy stressed that individuals need to submit their receipts, even if they do not expect to be reimbursed, so that the Branch can have a clear accounting of money spent.
- Amount currently in the Operating Account is approximately \$15,000. (This is not finalized, as there are still some expenses outstanding.) A discussion followed as to whether some of this should be placed into an interest-bearing account and how we might maximize the interest on funds while retaining some degree of liquidity.
- On April 13-15, 2012, the State AAUW Convention will be held in Santa Clara. We may need more funding to help defray the cost of members attending. Carol Holzgrafe added that because Morgan Hill is in the Santa Clara area, members will be expected to assist through volunteering; and that by doing this, part of their expenses would be reduced.
- It was suggested that we create a budget item of \$100 per year for the Historian's expenses so that several albums could be purchased. (A new Historian will be appointed this year.) This would imply that up to \$300 would be added to the budget for 2011-2012.
- We could add \$100 to the GEMS line item and consider adding slightly to the Tech Trek category. Carol Holzgrafe commented that the cost per girl will not rise in the coming year, but that branches may be asked to increase donations. This request for allocations to the Stanford camp in addition to allocations for Tech Trek campers should be considered in August by the Allocations Committee.
- In Community Awareness, new brochures and possibly business cards are being considered, so we should leave the budget as is.
- Membership has historically been accounted for the membership year, rather than the receipt of accrued dues. All other items are accounted for on a cash basis. The official membership account is currently 143. (Anyone who joins after March 15 is paying for the following year.)
- A discussion followed re: the running balance and ISPF (Interbranch Special Projects Foundation of AAUW of Santa Clara County, a 501(c)(3)). All Wildflower Run transactions, plus Tech Trek donations, are charitable accounts and go through ISPF. All branch operating income and

expenses go through the branch operating account. The interest accrued on ISPF funds will cover any ISPF operating fees. Contributions to ISPF are tax deductible, while contributions to branch activities are not.

- Peggy will do a June 30 Profit and Loss report.
- Another upcoming expense would be a Branch 30-year anniversary party. This might be paid for from funds that have accumulated in the branch operating account. Then it would be at no charge to members and would include spouses.
- Peggy also discussed closing the separate Wildflower Run account. Too many people are writing checks, which makes accurate accounting a challenge. Small, immediate expenses could be paid out of the Operating Account and then presented for reimbursement through ISPF. She needs the ability to track such transactions more closely and accurately. Margaret McCann moved that we close the Wildflower Run account and absorb it into the Operating Account. Susan Oldham-Fritts seconded the motion. The motion carried. Margaret will contact the Wildflower Run Treasurer to explain the new procedures.
- Peggy is working on a financial Policies and Procedures document for review by the Board.

Board Structure for 2011-2012

GEMS has been added to the appointed Board

The Wildflower Run assistant treasurer position has been removed.

Still to fill:

Advertising

Historian

President-Elect

Janet McElroy will now be a Membership co-VP. Margaret will ask Laura Durica if she will manage the calendar for all upcoming events, including Interest Groups.

- Margaret will contact the WFR treasurer to explain new procedures.
- Margaret will send a roster of new Board members to everyone.
- Note: Since the Retreat, Margaret has created a committee to review historical materials for the Branch in preparation for the 30th anniversary celebration.

By-Laws

Judy Kinker reported that all Branch bylaws, policies and procedures and job descriptions for elected and appointed positions are on the website. She also distributed a Table of Contents for these items, which will include recent updates, and will be online shortly.

Programs

Karen Anderson will meet with Co-Vice President for Programs Elena Anderson, and they plan to have a committee meeting in June.

Tentative plans at this point are as follows:

- October – Women with a Mission – three speakers
- November – at newly opened Westmont Assisted Living for a neighborhood lunch. Possible nominal fee for the luncheon.
- December – Branch 30th Anniversary Party. This will be a couples party with dinner and dancing. (This will be a separate line item on the budget and may be taken out of the \$15K carry over.)
 - Karen is also working on plans for an educational get-together re: donations from retirees' IRAs.

Tech Trek

Elaine Reimer reported that the Meet and Greet for this year's campers will be held on June 22 at Jamba Juice on Cochrane.

Wildflower Run

No update at this time, per Elizabeth Mandel.

Scholarships

Margaret McCann reported on high school scholarships. Criteria are female, GPA of 3.0 and plans for a 4-year college or university. The recruitment of applicants is managed by AAUW going to Live Oak and Sobrato high schools to request the common scholarship applications. The scholarship committee culls out those who are eligible and examines their income, work experience, and community service.

Finalists are selected and interviewed. Preference may be given to those with lower incomes. There is no current consideration given to those who are applying in fields where women are underrepresented. Central High School applicants are recruited differently and have different criteria. Money goes directly to the college from the ISPF account.

For the Gavilan College scholarships, it was stated that there are no restrictions for applicants to only attend Gavilan, but may attend any community college. Criteria are female, re-entry student, have a Morgan Hill connection (attended MHUSD school or be a resident), plan to continue their education at a four-year college, and show financial need. Income. Applications meeting those criteria are selected by the college and given to the community college scholarship committee to review. There are no interviews.

- Elizabeth and Donna will work together to create an online application that enables students with a Morgan Hill connection, but who attend a college other than Gavilan, to apply.

Donna Dicker reported on the Stay In Touch Program, a one year pilot program which provided mentors and ongoing support to former Gavilan scholarship recipients with established need.

- The information on the website will also be changed to clarify that this is a "re-entry" versus a "Gavilan" scholarship.
- The question was raised as to whether high school scholarships should be increased. This is a question for the Allocations Committee.

Technology

- Stacy Forgy was asked to consider a program on computer literacy to better enable Board members and others to access membership information online.
- It was suggested that Board minutes be placed online (in the secure Members' area of the website) for easier access by members.

GEMS

Susan Oldham-Fritts announced that she is looking for a co-director. She also stated that the Meet and Greet needs to be a Tech Trek only event. Regarding photos of Tech Trek and GEMS members, she has researched this and indicated that a photo release is not needed if the photo is taken at a public event and that there is no money involved. However, it was decided that a photo release for MH Tech Trek girls would be requested from parents before a photo could be submitted to the MH Times with identifying names.

- Carol Holzgrafe added that Tech Trek makes a commitment to parents that any time pictures are posted on the website, there are no names and home towns of the campers near the

photos. (This applies to individuals under the age of 18.) Elizabeth will send a sample student photo release (the one used by MathCounts) to Susan and Carol Holzgrafe.

Title IX

Joanne Rife reported that Live Oak High School is out of compliance. There will be a follow-up in September at the District level. Live Oak's lack of compliance may be due to the fact Live Oak has 44 girls on the cheerleading squad and Cheerleading is not considered a competitive sport by Title IX. Kathy Sullivan indicated that this report has been discussed at the School Board level, but that current economic conditions make this a challenge to rectify the noted problems in a timely fashion.

Carol Holzgrafe responded that some fixes are cost-free. The next stage is to go to the schools and educate them as to what can be done, with an emphasis on fairness.

Joanne Rife added that the financing of sports has moved from schools to parent groups, which may imply less control on the part of the school. However, Elizabeth Mandel added that the principal is still responsible.

- It was suggested that an Interbranch Council meeting be held, with Title IX as the topic. Speakers are available through Carol Holzgrafe. Elizabeth will send the suggestion on to the incoming IBC president.

Allocations

Donna Dicker distributed a report dealing with how Wildflower Run funds were allocated to Tech Trek camperships, High School and Community College scholarships, AAUW Funds and Wildflower Run start-up costs. A discussion ensued regarding the proportions of these distributions, and how much ultimately goes to AAUW Funds (EF/LAF). Elizabeth Mandel and Carol O'Hare stated that the current proposal differs from what was decided last year and would result in a decrease in the amount of money going to National. The Allocations Committee will meet in August and present a revised proposal to the Board in September.

The Agenda allowed for discussions in these areas:

Leadership Development and Membership Recruitment and Retention

- A list of all members was distributed to the Board for review. It was suggested that all Board members reach out to current members to encourage their involvement.
- Stacy Forgy will email this list to everyone for their consideration
- Barbara Palmer suggested more personal invitations to events, specifically having 3 board members invite a guest to each board meeting.
- Kathy Sullivan encouraged more personal contact with new members.
- Consideration of a big sister program for the first year of membership.
- Call people about the July 4 parade to encourage their involvement.

Carol Holzgrafe indicated that some branches have moved to a new organizational structure with an administrator, finance person, and secretary.

She also suggested that each officer be encouraged to identify her own successor. Elizabeth Mandel suggested that each officer be expected to provide recommendations to the Nominating Committee for her successor. Also, consider committees rather than a single-person position.

- It was suggested that at the Membership Brunch, have attendees speak with the Board members about their positions.
- Margo suggested a Tea for new members and the Board.
- A Membership Committee meeting will be held in mid-June.

Newsletter

Carol O'Hare is interested in ideas as to how we can improve the readership of the newsletter. Suggestions were to include more bits of personal information in each issue and to educate members how to use the links to learn more about some topics.

A new format for the Directory was discussed, and the agreement was that members need to understand more fully how to use the materials on the website.

- Elizabeth will discuss options for this with Lori Mains.

The group adjourned at 2:30 p.m.