

**AAUW Morgan Hill Board Meeting  
November 3, 2016  
Morgan Hill Community and Cultural Center, Madrone Room**

Present:

**Board members** Barbara Palmer, Carol O'Hare, Donna Dicker, Gretchen Merrick, Janet McElroy, Janet Wright, Jenny Redfern, Joan Ensign, Judy Kinker, Maggie Leininger, Margaret McCann, Pat Toombs, Peggy Martin, Sandy Stoob, Suman Ganapathy, Susan Oldham-Fritts

**AAUW members**

Elizabeth Mandel, Margo Hinnenkamp

**Call to Order/Announcements/Acknowledgments** – CFO Peggy Martin (subbing for President Mary Cox) called the meeting to order at 7:02 pm. Judy Kinker confirmed a quorum.

**Minutes** – The board meeting minutes of October 6, 2016 were accepted.

**Financial Report**

CFO Peggy Martin reported that we have \$14,896.35 in the operating account. The BBQ fundraiser actual income was listed last month as \$1,620.00, when it is actually \$1,610.00. This month's financial report shows the correct value of \$1,610.00. The Community Awareness item shows a budget of \$580.00, but an actual expense of \$585.00 so far. This expense will increase to \$35 over budget, due to the increased cost for philanthropy night.

**Membership Report:**

Maggie Leininger reported we have 149 renewed/new members currently in the online database and 21 members who have not renewed. Some board members volunteered to give those 21 people a nudge to renew. Peggy warned that the AAUW National website membership renewal page is confusing, so some people may think that they renewed with the Morgan Hill branch, when in fact they only renewed with National. In the future, we will encourage people to renew using the link in the weekly email that will charge the full National, State, and Morgan Hill dues as one total, instead of going to the confusing National website directly.

Jenny Redfern discussed the volunteers meeting, where the membership team met with Peggy and Mary earlier this week to discuss how to improve our membership services and membership team. The aim for next year is to have a single membership VP who works with a membership team. The membership team will include a welcome coordinator, a volunteer coordinator, and a treasurer. The volunteer coordinator (a new position) will engage new members more with activities. Jenny distributed a "Newest members Interests Info" document with a table containing information about the new members, whether they work, and their interests. This document will help us coordinate volunteers. It will be changed into a spreadsheet later. The membership treasurer (a new position) will handle the membership money, to take this work off the CFO's shoulders. Jenny will be membership treasurer for the time being. At some point, policies and procedures need to be changed to move the membership treasurer from the CFO's job responsibilities to the membership committee. For new members, we will have a new meet and greet plan, to get them involved in the branch earlier. Within a month after joining, the new member will be invited to meet with an experienced member over coffee, tea, or a glass of wine. Jenny requests that board members extend an invitation to meet with a new

member. Jenny distributed a sign-up sheet for board members to sign up by month. For any new members that join in that month, contact them within 30 days to set up a meeting. If you have a laptop, bring it along, and walk them through the website. Bring along the monthly calendar to show them. The current membership VPs are looking for people to be part of the membership committee. Here are the minutes from the meeting:

### **Membership, Volunteer Meeting**

Present: Jenny Redfern, Maggie Leininger, Peggy Martin, Mary Cox

Purpose: Follow-up of Board Retreat ideas with actionable items, including additional ideas/actions

#### **1. Membership Committee**

Membership aim is to have a single Membership Vice-President, and will establish a Membership Committee composed of:

Chair: Membership VP

Welcome Coordinator: Barbara Palmer (email to new members)

Volunteer Coordinator: New appointed position, discussed at retreat, to develop

Membership Treasurer: New appointed position

Others as needed or interested.

The appointed committee members would gain experience as potential Membership Chair.

#### **2. New Member Welcome**

Different formats were discussed. There is variance of members joining, logistics of a new member 'orientation' meeting is difficult. Trial for this year: face to face membership meet / greet will be customized to each new member. For example, new member to receive a phone call asking if they would like to go to coffee/wine to hear about some of the branch features. A template of things to cover will be created (Website, programs, newsletter/weekly news, interest groups). Ask if new member would like to get event reminders? Meet and Greet assignment rotated.

#### **3. Membership Data Base**

Review program, set up so Membership VP can add data, query, utilize program more readily. Have more than one person responsible for membership data base program.

Solicit other discussion/action items at November Board Meeting.

### **Programs Report:**

Janet McElroy reported that 45 people attended the "Women in Philanthropy" program last month. The programs committee had hoped for more attendees, but lots of people showed up at the last minute. The speakers were really good.

This month's program is "Women in Culinary Arts", with speaker Cynthia Sandberg of Love Apple Farms. She used to supply all the vegetables to the Manresa restaurant. Margaret requested that we share the program email and invite our friends to the program.

Margo Hinnenkamp reported on the holiday party, which takes place on Sunday, December 11 at noon. The menu has been chosen with Diana Gertin, the caterer. The cost is \$35 per person. AAUW branch charter members (8) will get special invitations and only have to pay \$25. The deadline for checks is December 3. Holiday party news will start going out in the weekly email. Spouses and guests are welcome. Barbara requested that the request for gift cards for the Learning and Loving Center be in the newsletter starting next weekend. It costs us \$50 to reserve the Grange, but we are probably going to have to pay \$200 for cleanup.

Carol O'Hare reported that we will also be celebrating the 35<sup>th</sup> anniversary. To commemorate the event, charter members get a discount on lunch, there will be the signed charter, a congratulations, a letter from National, and the AAUW quilt from the Historical Museum. The Ukuladies are performing.

Booksmart is again sponsoring the Gift of Reading. Carol O'Hare requested that AAUW Morgan Hill co-sponsor this event by encouraging members to donate.

Carol moved that AAUW Morgan Hill co-sponsor Booksmart's Gift of Reading book drive.

Susan Oldham-Fritts seconded.

**The motion passed.**

## **Committee Reports**

### **Bylaws**

Judy Kinker reported on Addendum 6 and scholarships and grants, to include Lauren Jenkins Healthcare Scholarship. Kathy Sullivan & Donna Dicker attended last bylaws committee meeting in October, and they approved this.

Judy moved that the board approve the draft versions of the addition Lauren Jenkins scholarship into the Policies & Procedures, Article XVI Educational awards, and Addendum 6, with the following revisions:

1. "leads to"

add "demonstrates financial need"

KIT grants: eliminate "add re-entry scholarship" and replace with "AAUW MH college scholarship recipients"

Donna Dicker seconded

**The motion passed.**

### **Public Policy/LAF**

Janet Wright reported that she put a little blurb in the weekly email with a link to the AAUW website, to urge members to support voting rights advancement acts. AAUW has done a few other things: protection of Pell grants, joined with civil rights organizations to oppose employment discrimination, report that the Emeryville City Council voted to require large retailers to give employees 2 week notice of schedule changes.

### **Wildflower Run**

Pat Toombs reported that the 1<sup>st</sup> Wildflower Run meeting will take place on November 17. Live Oak High School reserved for the run. The Run committee is fully staffed on committee chair level. Janet Wright accepted the job of in-kind chair. Marian Tankersley accepted the job of goody bag chair. The Sponsorship committee badly needs members.

### **Tech Trek**

Jenny reported that Joy couldn't attend tonight, but everything is on track.

### **Wildflower Run Sponsors**

Barbara Palmer reported had the sponsors committee had their 1<sup>st</sup> meeting. Barbara passed around the sponsor flier for the board members to see. Janet Wright has accepted the job as in-kind donations chair. The sponsors committee needs more members, because five members have declined to participate this year. It is not a difficult job, because we have lots of tried and true sponsors who donate

every year. When soliciting sponsors, we emphasize how the money goes back into the community. Suman volunteered to help. There is no meeting in November or December. The deadline for large sponsor donations is mid-January.

## **New Business**

### **Proposal – Board President Progression**

Joan Ensign reported on the discussion about having a progression for past presidents, proposed by Mary Cox. The purpose of this is to start a discussion on how to enlist the help and expertise of past presidents. We'd like to have past presidents play a role on the board after their tenure. One idea is to have a past president becomes a non-voting advisor for 3 years. This allows a past president to be an advisor without being on the board. Another idea is to have a position called "Immediate Past President", who can fill in on the board as necessary. Another idea is for the the immediate past president to be the goodwill ambassador for the group. In some groups, the past president is a voting member. This item will continue to be discussed, after which a motion to the board may be presented.

### **Nominations Committee**

Carol O'Hare reported that the nominations committee has been formed. Carol is the chair. Peggy, Patricia Kindred, and Janet Wright are committee members. The purpose of the nominations committee is to nominate the Morgan Hill AAUW 2017-2018 board members.

## **Other Business**

### **Weekly News Meeting Report**

Jenny Redfern reported on the weekly news meeting, which took place because Jan Conrey was feeling overwhelmed by the volume of information that goes into the weekly email:

#### **Weekly News Committee Meeting**

Present: Jan Conrey, Carol O'Hare, Peggy Martin, Suman Ganapathy, Elizabeth Mandel, Jenny Redfern, Mary Cox  
Purpose: To discuss Weekly News issues and standardize format

#### **4. Submitting Items for the Weekly News**

Sometimes lack sufficient information; on occasion submitted after Friday 10 pm deadline. -Decision in those cases, Weekly News Coordinator to respond with template for news submission (Event Title, 1-2 Sentence description, date/time, location, contact) Item will be published after received in correct format. Weekly News coordinator can make judgment if 'after deadline' items should be published, but in most cases should NOT approve, otherwise late practices will continue.

-Decision to put a "Q&A" feature that always appears at bottom of the newsletter, with link to format and instructions for item submission, date cut off, Addendum 2 and 8 regarding information appropriate for weekly news. Publicize how to submit items at Programs, in Newsletter, at Meetings.

#### **5. Order of Weekly News Items:**

- a. Calendar-Newsletter-Website: Box currently at bottom with links to Calendar, Newsletter, Website will be moved to the top. Links to the calendar for 2 months will be displayed.
- b. Program: Monthly program with Title, and sentence about the program that will create interest. Link to the full program flyer. [Program VPs to also contact Facebook Coordinator, Robin Bean, to post flyers on branch Facebook]
- c. Branch Events (i.e. Holiday party, Membership or Spring Brunch)
- d. Special Events (i.e. IBC Program, AAUW Funds Luncheon)
- e. Community Events: co-sponsored events to use routine format information; non-AAUW sponsored events may be listed with Title, Date, Location. See Addendum 2 for appropriate community event publication
- f. Interest Group: info for the 5 groups that have either differing dates/locations that may be especially interesting to all members (Wine&Whine, Out to Lunch, DINO, Travel, Theater)

- g. Other Interest Groups meeting that week: bulleted list, or grid with Interest Group Name, Date, Contact
- h. Other information

6. **Format for Weekly News**

If printed, the weekly news is multiple pages long. Format with double columns will be explored later. "Pics" identifying a particular interest group, or feature will continue as it helps identify information at a glance.

7. **Additional Weekly News Coordinator**

Currently have a back up (Jenny Redfern), but eventually to find another who can share the position. Jan may be able to recommend someone.

### **Wildflower Run Logo**

Elizabeth Mandel distributed 2 Wildflower Fund logo designs (one with poppy with leaves, one with poppy without leaves) with 3 versions, one with no text, one with text, and the third with more text. The design includes a hint of El Toro in the background, with an orange poppy in front of it. Elizabeth will post these logos on our AAUW website. To see these logo proposals, go to member section and look in left, for "Branding content".

The board members and other AAUW members loved the designs.

### **Future Events**

- Nov 4 (Fri) Philanthropy Honoree Gala, 6 pm, CCC, Theme- Imagine the Possibilities [RSVP Oct 26] <http://morganhillcf.org/>
- Nov 12 (Sat) San Jose AAUW Holiday Boutique, 10am-3pm AAUW SJ Headquarters 1165 Minnesota Avenue, San Jose
- Nov 22 (Tue) Program: Women in Culinary Arts:Cynthia Sandberg, Branch Update: IBC, Jenny Redfern MH Library 6:30
- Dec 11 (Sun) Holiday Party & 35<sup>th</sup> Branch Anniversary Celebration, Grange Hall, Catered Buffet Lunch, Noon – 2:00 pm
- Jan 29 (Sun) AAUW IBC Program: Creating Your Own Path: Women Changing Our World (title not finalized), SJ City College, 2-4 pm

### **Adjourn**

The meeting was adjourned at 8:48 pm

Sandy Stoob, Secretary