



**AAUW Morgan Hill Branch  
Board Meeting Minutes  
November 2 2023 7:00-9:00 pm  
Location: In Person CRC MTG Room 1 and via Zoom**

**Meeting was called to order by Suman Ganapathy at 7:03pm.**

**Quorum was present: Yes**

11 Board members present: Suman Ganapathy, Krisse Boursier, Carol O'Hare, Bobbie Erb, Barbara Palmer, Tammy Parker, Susan Rife, Joy Safakish, Janet McElroy, Doris Fredericks, Marian Sacco  
1 Board member present via Zoom: Elizabeth Mandel  
1 Non-Board member present: Susan Parodi

**Approval of October 2023 minutes:**

The minutes were approved as presented

**Updates (Various):**

- Jean Pinard - Celebration of Life - 11/12, 4-7pm - at the CCC, Hiram Morgan Hill Room
  - everyone is invited
- Suman - Philanthropy Night Honoree - 11/10, 6-9:30pm at the CCC, Hiram Morgan Hill Room
  - can request to sit at the AAUW table
- United Against Hate Week - 11/12 opening event, 2-3:30pm at the MH Library
  - support AAUW YWL Ishq Kandhra

**Finance (Tessy Albin):**

Bank balance as of October 31, 2023 = \$ 17,810.59

Income:

Net Dues receipts for the month = \$100

Expenses:

Main payment made was the lunch at Giorgio's, the net cost to AAUW for the event was only \$106. Well done!

Continued increases - example: Insurance gone up to \$1200 from \$700

- See attached Treasurer's Report

**Membership Report (Barbara Palmer):**

- We acquired one new member this month: Kristi Cole
  - for a total of 187 members
- At the upcoming membership committee meeting
  - the team will watch the new AAUW membership toolkit videos
- See attached Membership Report

**Programs (Doris Fredericks):**

- November program on 'How to Create a Pollinator Haven' on 11/28
  - Nancy Altman and Margaret McCann are working on the details
- February program will be on Women's Health
  - Doris is working with Robin Shepherd on this

- a follow-on to the October Brain Health Awareness program
- Our October Brain Health Awareness program had 98 attendees
  - 38 people on Zoom
  - 60 in person
  - could have accommodated 175 total
    - 100 people on Zoom
    - 75 people in person
- We are working with the MH Library to have programs run more smoothly
  - Program Chairs will have a standing meeting each month with their library contact
- Due to county wide restrictions, we are not allowed to reserve the MH Library more than 3 months in advance

#### **Leadership DT (Marian Sacco)**

- This year we will sponsor Cindy Adams to attend Leadership Morgan Hill
- The next LDT meeting will be on 11/16

#### **Bylaws (Carol O'Hare):**

- Initial discussion about term-limits and Board restructuring
  - pertaining to the documents that had been shared to this month's reports folder
    - Bylaws Board purpose and composition from BoardBuild.org and Robert's Rules of Order
    - Bylaws Term Limits Input from Branch Members
  - Will revisit these topics at a later date
    - Discussed setting up a google drive document where questions can be posed to the ByLaws committee about how such changes would affect our Branch
- See attached Bylaws Documents

#### **Appointment of Nominating Committee & Chair (Suman)**

Suman appointed the following 4 members:

- Janet McElroy
- Barbara Palmer
- Chris Hopwood
- Joan Ensign

At their first meeting, a chairperson will be chosen

Marian will be sharing officers' elected positions in weekly email

#### **Wildflower Run (Joy Safakish, Bobbie Erb):**

- Joy shared the WFR cards that will be available for distribution after Registration begins on 11/15
- Four of our newest members have agreed to help out in key positions
- Looking for some help in other key areas
  - Need someone to head up the Kids 2K and Fun Runs
  - Need someone to take over the in-kind donation sponsorships
- The City Permit has been submitted
- Working on the Certificate of Insurance(s) for the city, etc...
- Initial all hands WFR meeting will be on 11/16 at Guild Mortgage
- see attached Wildflower Run report

#### **Public Policy (Susan Rife):**

- AAUW CA has a checklist for monitoring School Board meetings - 1st/3rd Tuesdays each month, 6pm
  - Susan will be sharing the checklist
- Discussed the idea of also monitoring City Council meetings

**DEI (Janet McElroy):**

- Textures of Terror Discussion with author Victoria Sanford on 11/1 was powerful
  - Held at The Granary, Lesley Miles moderated the event
  - About 40 people including some from San Jose attended
  - Books were available for purchase and signing

**Newsletter (Carol O'Hare):**

- Carol has been involved with the newsletter off and on for quite some time and will be stepping down from being the managing editor. For the January/February newsletter, Krisse B will fill in. Carol will continue as copy editor.
- The November/December newsletter was released last weekend

**Chamber (Elizabeth Mandel, Suman):**

- The next mixer will be at The Grange on 11/16 5:30-7pm. It is the 2023 Non-profit Expo.
  - The cost is \$30 for an AAUW display table
- The Chamber Breakfast held on the first Thursday of each month at 7:30am is also a great place to mix and meet potential WFR sponsors.(Breakfast cost is \$20 in advance, \$25 day of)

**Tech Trek (Krisse):**

- First in-person meeting will be on 12/5
  - anyone who would like to help with screening and interviewing applicants is welcome
- Susan Parodi will be helping Krisse again this year
- See attached Tech Trek report

**Community Action Grant Report (Suman for Harpreet Vittal):**

- The application window closed on November 1
- Last update was that we had received 5 applications so far

**Year's Goals and Objectives Check-in (Suman):**

- Morning Mingle connection has been going well - next one is 11/9 at the Coffee Guys, 10am
  - may need to move indoors as weather gets colder

**Open Floor:**

- Susan P mentioned that she enjoyed attending the meeting

**Upcoming Events :**

- Out to Lunch - November 7 11:30am - Rosy's at the Beach
- Morning Mingle - November 9 10:00am - Coffee Guys
- Philanthropy Awards Night Gala - November 10 6:00pm - CCC
- MH United Against Hate - November 12 2-3:30pm - MH Library
- Jean Pinard Memorial - November 12 4-7pm - CCC
- Wine and Whine - November 15 5:30-7pm - Betto's Bistro
- Chamber non-profit expo - November 16 5:30-7pm - The Granary
- 1st WFR meeting - November 16 7-9pm - Guild Mortgage
- CEAC Program - November 28 7:00pm - MH Library
- Holiday Party - December 3 11:00am - Old City Hall Restaurant, Gilroy
- Chamber Breakfast - December 7 7:30am - CCC
- Next Board meeting - December 7 7:00pm- CRC

**Meeting Adjourned at 8:32pm**

Respectfully Submitted by Tammy Parker, Secretary

**Treasurer's Report (Tessy Albin):**

AAUW Financial Report 2023-2024 Fiscal Year					1	Beginning Balance 7/1/23	\$ 19,319.77	
Operating Account t 6/30/23 Balance					\$ 19,319.77	2	Plus Income/Deposits 7/1/23- 6/30/24	\$ 6,380.00
Operating Account t						3	Less Disbursements 7/1/23 - 6/30/24	\$ (7,889.18)
						4	Ending Balance 6/30/24	\$ 17,810.59
					Deposits	Expenses	Balance	
Opening Balance	7/1/2023			\$ 19,319.77				
	7/31/2023	\$ 2,827.00	\$ (2,533.03)	\$ 19,613.74				
	8/31/2023	\$ 1,003.00	\$ (1,821.49)	\$ 18,795.25				
	9/30/2023	\$ 1,103.00	\$ (1,722.96)	\$ 18,175.29				
	10/31/2023	\$ 1,447.00	\$ (1,811.70)	\$ 17,810.59				

**Membership Report (Barbara Palmer and Sherrie Wren):**

November 2, 2023  
Membership Team Report

Unlike the last few months, we have only one new member to report. Kristi Cole, Director of Development Boys and Girls Clubs of Silicon Valley has joined. Thanks to Krisse for meeting her recently to tell her about our branch. She is very enthusiastic and ready to get involved.

There will be a Membership Team Meeting on Friday, November 10, 2023 1:00PM at 16740 Spring Hill Court. We will watch the recent video for the introduction of the Membership Toolkit. There will be a discussion following the video. We've only met once and would like them to know each other better. We would like the team to be familiar with the wide scope of Membership. Barbara is looking for a replacement for 2023-24 from within our team so I want them to be familiar with what's involved. Sherrie will continue on with what she does best.

We now have 187 members. If you would like a copy of the written Membership Toolkit outline, contact Sherrie.

Barbara Palmer, Sherrie Wren  
Membership

**Bylaws (Carol O'Hare) 2 Documents:**

1. The purpose of the Board of Directors for nonprofit organizations (from BoardBuild.org)

- Advance and advocate for the mission of the organization, and set its strategy and goals.
- Govern and oversee the organization's operations, and ensure compliance with legal and ethical standards.
- Provide financial oversight and management, and oversee issues such as donations, contracts, fees, grants, insurance, etc..
- Craft policies and procedures to support the organization's goals and operations

### **Board of Directors composition** (from Robert's Rules of Order, Newly Revised)

Boards have the authority to meet to determine courses of action in the name of the organization. A board is the administrative arm of an organization. It can do only what the bylaws allow.

*[AAUW MH Bylaws Article XI Board of Directors, Section 2. Administrative Responsibilities: "The Board shall have the general power to administer the affairs of the Branch, including but not limited to establishing policies and procedures to control financial records. It shall accept responsibility delegated by AAUW and AAUW CA."]*

As a board member, what you need to know to participate properly in board meetings depends on their size. If more than about a dozen members at a meeting, [formal] procedures are followed. If, however, not more than about a dozen board members are present, a more informal procedure is followed.

(from Roberta's Rules of Order: A guide for non profits)

Consider slimming down your board. If your organization has a large board, consider reducing it to a smaller, governing board. The best way to slim down the board is to separate governing responsibilities from other functions. Your leadership selection team should look for good managers for the governing board, fundraisers for a financial advisory council, and community representatives for a community council of advisors.

Each organization needs to identify its essential functions. Once identified, then organizations know how many board members are needed and are better able to recruit the right people to do the work. Avoid having members at large or members that represent one constituency or point of view. All members should be able to carry out a specific board task.

Ideally, each director will recruit more talent from the membership. In this way, the board members will become team leaders and not independent contributors. Their role becomes one of cultivating and mentoring potential leaders who can in turn move easily into the board roles.

### **Do we want a smaller AAUW MH board?** Possible positions to include

1. President
2. President-elect
3. Secretary
4. Treasurer
5. Membership
6. Programs
7. Communications (newsletter/publicity/weekly email/social media)
8. Leadership development
9. Bylaws/parliamentarian
10. Member at large

## **2. Summary of Term Limits Input from Branch Members**

**No Term Limits:**

- No term limits.
- Keep things as they are.
- If someone is willing to give their time, then why limit them?
- Chair position openings are hard to fill (therefore no term limits?)
- If you cannot find a replacement, the member should be given the option to continue.
- Willing and dedicated volunteers should not be regulated with term limits.

#### **Term Limits:**

- Term limits for elected officials only.
- There should be term limits to prevent burn out.
- Terms limits for all elected and appointed positions.
- Term limits of two consecutive one-year terms for elected positions.
- Term limits of three consecutive one-year terms for appointed positions.
- Term limits are a good thing, but in cases where a specific skill set is called for (Ex. Treasurer) and there is no one to take the job, then an exception must be found for the current officer to continue for another year.
- I am in favor of board term limits. I highly recommend Term Limits of 3 years, with 1 consecutive option for 3 more years. This works well and is the most common non-profit limit from professional board advisors. First year is getting up to speed; second and third year up to speed.
- Elected positions with a 1-year terms are too short to be effective.
- Elected CFO position has a term exception outside of other elected positions.
- Appointed voting positions without limits (and officers with limits) potentially give the board an upside-down authority concentration.
- Appointed voting positions without limits have greater potential to dictate instead of give advice. They may intimidate newer board members.
- Appointed non-voting positions seem to be more like staff positions. Do term limits apply for these positions?
- Committee chairs should have term Limits of 3 years, with 1 consecutive option for 3 more years. After 3 to 6 years, you could rotate chair to a committee position on same committee.
- A rotation system could be followed of 1 year in various positions that lead to President.
- I believe that any elected position should be for two years with the person who will take over in place and learning the ropes. I think it's fine for people to come back after a year off.
- "A year to learn and a year to burn" — burnout. People become stale.

#### **Training and Mentoring:**

- Some positions require training and mentoring.
- There needs to be a planned mentorship element to other board jobs similar to the one in place for the President..
- It's easier to recruit people if you can say it's only for two years, rather than to keep it open-ended.
- I don't think mentoring is done enough. Or at least getting to know new members well enough to encourage them to volunteer. Some don't have confidence in themselves to put themselves forward to do something that's visible to the possibility of criticism by people who are longtime members and basically strangers.

#### **WFR Report (Joy Safakish, Bobbie Erb):**

#### **Wildflower Run Report NOV 2 Board Meeting**

Update of Chair positions working in conjunction with Leadership Development Team.

- Doris Fredericks & Jill Paveza are the new T-shirts Co-Chairs. Bobbie has given them the proposal she obtained from Custom Ink and informed Maggie of the new chairs.

- Sound System Chair may or may not be Tammy Parker as she may be absent on race day. Co-Directors looking for a possible backup person.
- Misc. Rentals has assistance from Marian. Co-Directors looking for a Chairperson.
- Janet McElroy confirmed for the Greeter Chair.
- Sponsor In Kind chair still sought to replace Stacy. LDT has a lead.
- 2K Kids and Fun Run still open, LDT has a lead.
- MIM Chair still open. Vicky Reader has a lead.
- Kids Goody Bags, LDT has a lead.
- Bulk Emails for Elizabeth, LDT has a lead.
- Community Outreach for Elizabeth, Co-Directors have a lead.
- Several Marketing duties yet to be filled to assist Elizabeth

Chairs confirmed earlier in Sept/Oct:

Sue Olt	MHUSD property rental
Sheila Dunwoodie	Craven Act
Carol Ferri	YWL Booth
Linda Martinez	Kids Zone
Alissa Crispin	WFR Website
Monica McClintock	Flyer/Postcard/Collector Cards Distribution

The first WFR meeting is Thursday November 16, 7 PM, Guild Mortgage

QUESTIONS?

Prepared by Joy & Bobbie  
October 31, 2023

### **Tech Trek (Krisse Boursier):**

Tech Trek Update  
Board Meeting November 2, 2023

Our first Tech Trek Committee meeting will be held on Tuesday, December 5. Anyone interested in being on the committee please contact me (Krisse Boursier). Susan Parodi will be working closely with me, learning how to be Tech Trek Coordinator for 2024. Committee members will

- Help screen and interview student applicants.
- Help escort campers at Wildflower Run and 4<sup>th</sup> of July parade
- Help campers prepare their presentations for the branch Program in the Fall

Tech Trek California is also looking for volunteers to help at the camps, as dorm moms, nurse, teachers, and other administrative/ supervisory roles.

At this time, I'm planning to award scholarships to 10 girls for residence camp at Fresno State University.

- 10 girls to Fresno State
- To be held June 9 – 15
- \$1,000 per camper (Sonoma State is \$1,300)

- Tech Trek CA is looking into offering an additional camp in Northern California – which we might choose instead. Locations being considered:
  - o Stanford, CSU Monterey Bay, UC Santa Cruz, San Jose State, Berkeley, and Santa Clara University

Submitted by Krisse Boursier

**Scholarship Report (Stacey Moeder):**

AAUW Board Report

Scholarship Report

November 2, 2023

1. All scholarships for the 2022/2023 academic year have been awarded. For details please review the 2023 Scholarship summary report at [2023 AAUW Scholarship Summary Report.xlsx - Google Sheets](#)

Submitted by:

Stacy Moeder

Scholarship Coordinator