

FINAL MINUTES
Wheaton-Glen Ellyn AAUW Board Meeting
September 11, 2019

IN ATTENDANCE: Janet Arden, Donna Jean Simon, Frankie Robinson, Karen Schulz, Tracy Kline, Mary Sue Brown, Suzanne Gagner, Patricia Spence, Patricia Bernhold

CALL TO ORDER

Co-President Janet Arden called the meeting to order at 7:12 p.m. and welcomed everyone to the meeting.

OPENING ANNOUNCEMENTS

No opening announcements were made.

APPROVAL OF MINUTES

Karen Schulz moved to approve the August 14, 2019 minutes. Patricia Spence seconded the motion, and it passed unanimously.

OFFICER AND CHAIR REPORTS

Co-President Arden explained that 55 members responded to the survey that was sent out after the September Branch Meeting. Thirty (30) of those respondents attended the meeting, and 25 were not in attendance at the meeting. Co-President Donna Jean Simon and Membership Vice-President Karen Schulz both reported that there were over 50 people who attended the meeting. Co-President Simon mentioned that it was a good idea for a table to be facing people as they entered the Branch Meeting venue.

Co-President Simon reported information on behalf of Treasurer Elaine Nissen who was unable to attend the meeting. She shared that the Branch received \$475 in dues during the previous month (4 new members and 1 renewal). Additionally, \$225 was paid out for honorariums and facilities fees. A reservation fee of \$500 was paid out for the Winter Banquet venue.

Membership Vice-President Schulz reported that the Branch currently has a membership of 135. Four of these members are new members. She shared that she is focusing on lining up mentors for new members. Karen will send a follow-up email regarding this endeavor in the near future.

Program Vice-President Frankie Robinson reported that the speaker from the September Branch Meeting, Terra Costa Howard, was very appreciative of the opportunity to speak at the meeting and that she was impressed with the quality and quantity of the questions that were asked. Representative Howard also donated her honorarium back to the Branch's Scholarship Fund.

Co-President Arden reminded members that the October Branch Meeting will be conducted on a Saturday morning. The agenda of the meeting will focus primarily on round-table discussions that will target topics such as goal-setting, alignment with national goals, and methods of promoting AAUW. Co-President Simon wants to make sure that there is follow-through on the results of the discussions during the course of the year. Suzanne Gagner mentioned that she would like to manage a fundraising table in order to address fundraising questions. Co-

President Simon stated that questions that members want addressed at this meeting should be forwarded to either one of the Co-Presidents.

Program Vice-President Robinson also reported that several vacancies remain on the sign-up sheet for Branch Meeting treats.

Co-President Arden reported information on behalf of Book Sale Committee Chair Ewa Bacon who was unable to attend the meeting. The Branch is scheduled to “take possession” of the church- at which the Book Sale will be conducted- on Sunday, May 3, 2020. The locker rental will cost \$800. Co-President Simon stated that the Board will need to provide Ewa and her committee with parameters and then let that committee proceed as it sees fit. There was a lengthy discussion regarding possible parameters, some of which related to: setting a limit on the number of books collected, possibly eliminating categories of books that are featured, and selecting books on the basis of quality instead of quantity. Co-President Simon stated that the Branch will continue their association with the People’s Resource Center (PRC) in order to help recycle children’s books. Co-President Simon also emphasized that the parameters that will be established will be based on the recent Book Sale meetings’ feedback.

Public Policy Chair Patricia Spence shared that she just received information from Tracy Sherman-Falcone, State Public Policy Chair, who requested that Branch members speak to their State representatives in order to discuss the bill related to allowing minors to obtain abortions without parental consent.

Community Relations Co- Chair Mary Sue Brown reported that she and Co-President Arden met with Earl Dowling, Vice President of Institutional Advancement at College of DuPage (COD), and the Director of Alumni Relations in order to discuss how a student chapter of AAUW can be supported at COD. They received permission to post AAUW-related information on bulletin boards at the College. Co-President Arden and Mary Sue asked the COD representatives questions regarding scholarship allocations, and the COD representatives agreed that there are different ways of allocating funding for scholarships. Co-President Arden also shared that they discovered that since COD belongs to AAUW’s national association, our Branch can begin a organizing a group at COD. Suzanne Gagner emphasized the importance of publicizing our relationship with COD. Co-President Simon described that, perhaps, a Start Smart or Work Smart class could be offered through the Continuing Education Department at COD. She suggested that the license that would be needed to offer these classes could be paid for through fundraising activities. Community Relations Co-Chairs Mary Sue Brown and Debbie Ness are planning on meeting together tomorrow.

Mary Sue Brown reported information on behalf of Legal Advocacy Fund Chair Carolyn Oesterle. She reminded members that the LAF Walk will occur on Saturday, October 26, 2019. It will begin at 9:00 a.m. and will proceed from the Glen Ellyn Library parking lot. It will end at Shane’s Deli in Wheaton.

Co-President Simon clarified that the official name for AAUW is now “AAUW” not “American Association for University Women”. This change was made in order to focus attention on the advocacy work that AAUW performs. Additionally, nationally, AAUW is trying to eliminate the emphasis on members needing a college degree in order to join AAUW.

LunaFest Coordinator Chair Suzanne Gagner reported that LunaFest will be held on April 25, 2020 at Center Stage in Naperville. Tickets will be \$35 each. As was the case last year, the

Branch will only have to pay for the film technician and facility manager's services in order to use the space. There is a possibility that a post-film discussion will be held. Suzanne mentioned that she is working on obtaining a national or regional sponsor for this event. Sarah Allen is in charge of publicity for LunaFest.

OLD BUSINESS

Co-President Simon asked Board members if there was anything that they felt needed to be changed in the Policy Handbook that was distributed at the last Board Meeting. Patricia Bernhold noted that the last sentence of the last page of the handbook is incomplete. Co-President Simon said that she would correct this.

Frankie Robinson asked if it is the duty of the Program Vice-President to get a head count at the Branch Meetings since she heard several people report on the attendance numbers for the September Branch Meeting. Co-President Simon stated that Karen Schulz will take care of obtaining attendance numbers at Branch Meetings.

Patricia Spence asked about the purpose of the Diversity Chair. There was discussion surrounding the fact that a Diversity Chair has never been appointed. In response to this discussion, Mary Sue Brown said that she would discuss the possibility of visiting mosques to promote the mission of AAUW with Debbie Ness. Co-President Arden stated that she would highlight this point of discussion and that the Board would discuss the topic in more detail at a subsequent meeting.

Frankie Robinson asked if it is the Program Vice-President's job to conduct surveys among Branch membership as is stated in the handbook. The Co-Presidents stated that they will conduct the surveys but that they will forward the results of the surveys to the Program Vice-President to retain in their records.

Co-President Arden explained that a page with four members' information had been inadvertently left out of the 2019-20 Membership Directory. There will be replacement pages with the missing information and with new member information produced for members to insert in their existing Directories. Suzanne Gagner suggested that the missing/new member information be published in Twigs as well.

NEW BUSINESS

LunaFest Coordinator Suzanne Gagner requested that any LunaFest-related comments or suggestions should be forwarded to her.

Suzanne Gagner moved that the meeting be adjourned. Mary Sue Brown seconded the motion, and the motion was unanimously approved.

The meeting was adjourned at 8:33 p.m.

Next Board Meeting: October 9th at Donna Jean Simon's home

ATTACHMENT TO SEPTEMBER 11, 2019 BOARD MINUTES

NON-BOARD CHAIRS

BRANCH BUDDY

The Branch Buddy is a member appointed by the President to send greeting cards to members in sympathy, sickness, surgery, celebration, or whatever encouragement seems appropriate.

DIRECTORY COORDINATOR

1. Overall responsibility is to produce the Directory and provide monthly Directory Updates to the Newsletter Editor throughout the year. The Chair works closely with the Membership Vice President to maintain the Branch database. Either one may have primary responsibility for the Branch database which is used to produce the Directory each year in time for the September kick-off meeting. With mutual agreement, the primary responsibility for the Branch Database may rest with the Membership Vice President.

2. Directories not distributed in person to members at September meetings will be mailed. The Chair may form a Directory Committee to assist.

INTEREST GROUP CHAIRS

Interest group chairs are volunteer positions. Responsibilities include organizing meeting dates, topics and meeting locations. Examples of Interest Groups are: Branch book discussion groups (AM Lit, PM Lit, AM Non-fiction Lit and PM Non-fiction Lit), Film Group, Spice Routes and Memoir Circle.

COMMITTEES

AUDIT COMMITTEE

1. Each spring, the President appoints three Branch members to the Audit Committee. At least one committee member should have prior experience as Branch treasurer.

2. The Audit Committee will obtain the following materials from the Treasurer in order to examine the accounts.

- a) Balance sheet of assets and liabilities for each budget account (Operations and Educational Opportunities Fund) as of the end of the fiscal year.
- b) Treasurer's report of income and expenses for the fiscal year.
- c) Supporting documentation for each income and expense item.
- d) Bank statements for the Branch checking account.
- e) Accounting records of the assignment of income and expense items to budget categories.
- f) Records of accrued fiscal year income and expense items as of June 30.
- g) Checkbooks for each account.

3. The Audit Committee's examination will, as a minimum:

- a) Compare the bank statement balances with the checkbook balance and accounting records.
- b) Review that income and expense items have been allocated to appropriate budget accounts.
- c) Spot check supporting documentation against recorded income and expense items.

4. The Audit Committee will present an official report to the Board of Directors in time for the September Branch meeting. The report will state the date of the audit, the Audit

Committee's statement of approval, and any recommendations for next year's accounting practices. It will also include the names of the Committee members.

BUDGET COMMITTEE

(Described in Part III under Treasurer's Duties, Item 6)

DIRECTORY COMMITTEE

(Described in Part III under Directory Chair's Duties, Item 2)

MEMBERSHIP COMMITTEE

(Described in Part III under Membership Vice-President's Duties, Item 2)

NEIGHBORHOOD COMMITTEE

(Described in Part III under Membership Vice-President's Duties, Item 3)

NOMINATING COMMITTEE

(Described in Part III under Membership Vice-President's Duties, Item 4)

PROGRAM PLANNING COMMITTEE

(Described in Part III under Program Vice-President's Duties, Item 8)

PUBLIC POLICY COMMITTEE

(Described in Part III under Public Policy Chair's Duties, Item 3)