



October 2016
Board Meeting Packet

October 15-16, 2016

Hyatt House, Santa Clara
3915 Rivermark Plaza
Santa Clara, California 95054



BOARD MEETING AGENDA
October 15, 2016, 10:00 a.m.
October 16, 2016, 9:00 a.m.

Board Members

- | Sat | Sun |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Deanne Arthur |
| <input type="checkbox"/> | <input type="checkbox"/> Lynne Bachelor |
| <input type="checkbox"/> | <input type="checkbox"/> Alex Bellenger |
| <input type="checkbox"/> | <input type="checkbox"/> Pat Ferrer |
| <input type="checkbox"/> | <input type="checkbox"/> Cathy Foxhoven |
| <input type="checkbox"/> | <input type="checkbox"/> Sandi Gabe |
| <input type="checkbox"/> | <input type="checkbox"/> Charmen Goehring |
| <input type="checkbox"/> | <input type="checkbox"/> Dawn Johnson |
| <input type="checkbox"/> | <input type="checkbox"/> Ainsley Nies |
| <input type="checkbox"/> | <input type="checkbox"/> Nancy Mahr |
| <input type="checkbox"/> | <input type="checkbox"/> Donna Mertens |
| <input type="checkbox"/> | <input type="checkbox"/> Jane Niemeier |
| <input type="checkbox"/> | <input type="checkbox"/> Sharon Westafer |

- | | | |
|------|--|---------|
| I. | Call to Order – Roll Call | 30 min. |
| II. | Consent items (<i>pages 3-38</i>) | 15 min. |
| | A. Minutes | |
| | B. Appointments | |
| | C. Board Reports | |
| III. | President’s update on pending issues | 30 min. |
| | Bio Break | |
| IV. | Old Business | 30 min. |
| | A. Motion 18 from July Meeting | |
| | Motion #18: The governance committee moved to Amend Policy 916.1.3-f replacing “brochure” with “program” so it now reads: “Oversees the publication of the official convention program and its delivery to the event site. | |
| | B. EEOC Letter (<i>page 39</i>) | |
| | C. Leader on Loan in Admin Packet | |
| | D. SPOC-policy for easier use of Tech Trek camp equipment | |
| | E. SPOC & Speech Trek-how to handle Speech Trek Event | |
| | F. Governance-Rewrite Policy 501 | |
| V. | Financial Report (<i>pages 40-43</i>) | 20 min. |

Lunch - Break for lunch at 12:00 p.m.



BOARD MEETING AGENDA
October 15, 2016, 10:00 a.m.
October 16, 2016, 9:00 a.m.

- VI. Reports & Action Items: 90 min.
- A. Governance (*pages 44 – 45*)
 - B. Nominations & Elections (*pages 46 – 47*)
 - C. Communications (*pages 48 – 52*)
 - D. Public Policy (*pages 53 – 55*)
 - E. State Project Oversight Committee (*pages 56 – 66*)

Bio Break

- VII. Annual Meeting Content/Location 60 min.
- A. Annual Reports
 - B. Speech Trek Luncheon
- VIII. Additional Reports 60 min.
- A. Leadership Development (*pages 67-69*)
 - B. Lobbying & Advocacy (*pages 70 – 71*)
- IX. Strategic Plan Discussion (*pages 72 – 86*) 30 min.
- X. Convention Update 20 min.
- XI. President's Comments 20 min.
- XII. Adjourn

Recess Saturday at 5:00 p.m.

Recess Sunday by 12:00 noon



CONSENT AGENDA ITEMS

- I. Appointments-
 - A. Branch Support Committee – Nancy McCabe, Cheryl Peabody for 2016-17
 - B. Membership Committee – Tena Gallagher, 2016-17
 - C. Tech Trek Coordinator – Linda Stinebaugh for January 1, 2017 through June 30, 2017
 - D. Tech Trek Financial Liaison – Harriet Tower for January 1, 2017 through June 30, 2017

- II. Minutes-see Board Report files for details
 - A. July Draft Board Meeting Minutes
 - B. Electronic Vote Minutes for Proposition 51
 - C. Executive Committee Minutes 10/6/16

- III. Committee Board Reports-See Board Report files for details
 - A. AAUW Fund
 - B. Branch Support
 - C. Development & Marketing
 - D. Finance
 - E. Membership
 - F. Program
 - G. Speech Trek
 - H. Younger Women’s Task Force



**AAUW CA Board of Directors
Regular Meeting Minutes
Fairplex Sheraton, Pomona
July 15-17, 2016**

Attendance:

Donna Mertens, President
Jane Niemeier Vice-President
Pat Ferrer, CFO
Deanna Arthur, Secretary
Lynne Batchelor
Alex Bellenger
Cathy Foxhoven, Sunday
Sandi Gabe
Charmen Goehring
Nancy Mahr
Ainsley Nies
Sharon Westafer

Non-voting:

Janice Lee, Meetings Planner
Kathleen Doty, Acting Parliamentarian

Guest:

James Doty
Dawn Johnson
Harriet Tower
Kim Wilbur

The meeting was called to order by Donna Mertens on Friday, July 15, 2016 at 10:00 a.m.

There was a welcome and check in.

The consent items from the agenda are approved. The consent items include the April BOD minutes and the Board electronic votes on 3/15 for state named gift honoree and 6/28 for the preliminary budget for 2016-17.

The president's pending issues:

- In the Solo case, the judge denied our motion to compel arbitration. A motion to dismiss the Child Protective Services charge has been filed.
- California bylaws change requiring a restatement of the articles of incorporation to change AAUW-CA from a mutual benefit corporation back to public benefit corporation requires a vote of the membership in addition to a vote by the Board of Directors. The change to mutual benefit corporation was made in error several years ago. California AAUW has asked National help pay for this special membership vote.

- The following Executive Committee Actions were taken on behalf of the full board:
 - Agreement to get appropriate permits and collect sales from vendors at convention.
 - Morgan Hill Speech Trek inquiry was addressed.

Donna Mertens recognized Harriet Tower to update the board on the changes to Tech Trek.

Pat Ferrer spoke to the Preliminary budget. The use of Quickbooks Pro online has had many benefits to the office and the president.

MOTION #1: The Finance Committee moved to accept the 2016-17 state budget.

Motion Passed

MOTION #2: Sandi Gabe moved we increase the communication committee budget to \$500.00 and reduce the July BOD meeting allocation by \$450.00.

Motion Passed

MOTION #3 Finance Committee moved to accept the financial review for 2014/2015 report prepared by John Waddell & Co CPA.

Motion passed

MOTION #4 Sandi Gabe moved to approve the committee appointments including the approval of Dawn Johnson as the Parliamentarian.

Motion passed.

There was a five (5) minute break.

Charmen Goehring updated the state BOD on the actions of National AAUW on behalf of the Women's US soccer team. AAUW-CA Public Policy will draft a letter to be sent by AAUW Fund to the EEOC (Equal Employment Opportunity Commission).

Sandi Gabe addressed the need for an update to the state website.

MOTION #5 – Sandi Gabe moved that the state spend \$6,000.00 to update the website to PHP and Wordpress.

Motion passed.

Sharon Westafer presented the Fund motions.

MOTION #6 – AAUW Fund Committee moves to amend policy 1004’s branch Funds assessment schedule increasing the assessments by \$5 in each category, and eliminate 401-600 and 600+ categories. (See attachment)

Discussion followed.

Motion passed with the originator reinserting the 401-600 ad 600+ categories.

Motion #7 – AAUW Fund Committee moved to amend Policy 902.3.4, last sentence to read: The AAUW Funds committee will decide how to allocate these funds toward completing endowments, with unfinished endowment funds initiated by AAUW-CA given priority,

Motion passed.

Deanna Arthur updated the board on the establishment of an honorarium in honor of immediate past president, Kathleen Doty. The fund number is #4413.

Governance committee has 18 items for consideration that were presented by various board members.

Motion #8 – The Governance Committee moved to Amend Policy 103.2, deleting “district liaison(s)” from the first paragraph, so it now reads: “Interbranch councils are composed of IBC officers, branch presidents or designated branch members, branch public policy chairs, state and AAUW team members, and all interested branch members.”

The motion passed.

Motion #9 – The Governance committee moved to Amend the second sentence of the fourth paragraph of Policy 103.2, replacing “Model IBC bylaws can be found on the AAUW CA website, and the” with “The AAUW CA” and replacing “these” with “IBC”, so it now reads: “**The AAUW CA** governance committee and parliamentarian are available to help write or revise **IBC** governing documents.”

The motion passed.

Motion #10 – The governance committee moved to Amend Policy 604.5-a, changing “executive committee” to “board” so it now reads: “Solicits and receives, in the even-numbered years, bids from accounting firms to conduct the state financial review and submits to the **board** for approval in April.”

Motion passed.

Motion #11– The governance committee moved to Amend Policy 903.1, deleting “district” and replacing it with “branch” and deleting “each of” in the first sentence; replace “district liaison” with “representative on the committee” and insert “ideally” after “should” in the second sentence; and add a final sentence: “The branch liaisons may be, but are not limited to, Interbranch Council (IBC) Chairs.” So it now reads:

“The branch support committee is a standing committee, composed of a chair and **branch** liaisons from the eleven districts in the state. Districts may have more than one **representative on the committee**, but the committee should **ideally** have at least one representative from each district. **The branch liaisons may be, but are not limited to, Interbranch Council (IBC) Chairs.**”

Motion #12– The governance committee moved to amend Policy 903 to replace “district liaisons” with “branch liaisons” in 903.2.1, 903.2.2, 903.2.4 and 903.3.1.

The motion passed.

Motion #13- The governance committee moved to Delete Policy 903.3.1-b “Ensures that each branch in the district receives a visit at least once every other year.” and replace it with “Works with state leaders to arrange branch visits as needed.”

The motion passed.

Janice Lee, meetings planner made some logistical announcements.

11:58 Break for lunch,

Meeting resumed at 1:11 PM

Motion #14 The governance committee moved to Amend Policy 904.2.7, adding to the end: “Provides support for *SnapShots*, the convention daily publication, providing recommendations to the convention manager for the *SnapShots* editor, if needed, and ensuring immediate website posting of each *SnapShots* issue as soon as it is ready for publication.”

Discussion ensued.

Motion #15 Jane Niemeier moved to table Motion #14.

Motion #15 passed and Motion #14 was tabled.

Motion #16 The governance committee moved to amend Policy 915.1-a, replacing “liaisons” with “leaders” so it now reads: “Consults with the president and appropriate district **leaders** concerning host branches and local chairs for state meetings, conferences and conventions, and makes recommendations to the executive committee for approval.”

The motion passed

Motion #17 The governance committee moved to amend Policy 916.1.2, replacing “Working” with “Consults”; inserting “as needed,” after “meetings planner”; and replacing “oversees” with “with” so it now reads: “**Consults** with the meetings planner **as needed, with** the planning for the annual meeting in odd-numbered years, when there is no convention.”

Consensus was reached to discuss Motion 17 and 18 concurrently.

Motion #18 The governance committee moved to Amend Policy 916.1.3-f replacing “brochure” with “program” so it now reads: “Oversees the publication of the official convention **program** and its delivery to the event site.

Motion #19 Patricia Ferrar moved to Table Motions #17 and #18.

Motion #19 passed and Motion #17 and #18 were tabled.

Motion #20 The governance committee moved to amend Policy 916.1.3-i, adding at end “, in coordination with the communications committee as needed.” So it now reads: “Appoints an editor to produce and distribute daily *SnapShots* at convention, **in coordination with the communications committee as needed.**”

The motion was withdrawn. The governance committee will rework.

Motion #21 The governance committee moved to delete Policy 916.1.3-j “Evaluates the event with the convention planning team immediately after convention, and presents a final report to the board.” and replace with “**Immediately after the convention, meets to evaluate the event in consultation with the meetings planner, local arrangements chair, program chair, president, and any other contributors identified by the convention manager.**” and add a new 916.1.3-k: “**Creates a convention review report that includes a summary of the participant convention evaluations and findings from the post-convention evaluation meeting.**”

The motion passed.

Motion #22 The governance committee moved to amend Policy 916.2.2, inserting “and coordinate” after “to identify” so it now reads: “The LAC chair works with the convention manager and convention planning team to identify **and coordinate** the staffing needs for convention, including but not limited to: registration, packets, workshop assistants, market place, volunteer room, meals, greeters, and Connection Corner.”

The motion passed.

Motion #23 The Governance Committee moved to amend Policy 916.2, adding a new subsection 916.2.3: “**The LAC chair coordinates the recruitment of vendors for the market place.**” and renumbering remaining subsections.

The motion was adopted.

Motion #24 The governance Committee moved to amend Policy 1101.4, adding a comma after “lodging” and “travel” so it now reads: “All officers, the parliamentarian, the meetings planner, and any board or committee member required to attend the annual meeting at the request of the president to make a report at the meeting, shall have registration fees, lodging, travel, and meal expenses reimbursed for the day, as well as lodging the night before the event if travel limitations and timing of the meeting require the participant to arrive the day before the annual meeting. Participants are expected to work with the meetings planner to find the most economical travel and lodging combination that allows them to fulfill their roles in the meeting at the least cost to AAUW CA.”

The motion was adopted.

Motion #25 The governance committee moved to amend Policy 1102.2, replacing “convention manager” with “meetings planner” so it now reads: “Conventions shall alternate location between the northern and southern regions of the state. Effort should be made by the meetings planner to have the locations rotate among the districts over the years, but the primary considerations in determining the location must be cost, accessibility, and overall suitability for the event.”

The motion was passed.

Motion #26 The governance committee moved to amend Policy 1102.4, adding a new subsection 2: “Lodging for directors, per the lodging policy outlined in Policy 1006.2.2.”; renumbering remaining subsections; and adding “lodging,” after “travel,” in newly renumbered 1102.4.5 so it now reads: “Registration, travel, lodging, and meal reimbursement for the president, convention manager, program committee chair, meetings planner, local arrangements chair, and SnapShots Editor.”

The motion was adopted.

Alex Bellenger presented the Membership motions

Motion #27 The Membership committee moved to approve the disbandment of the Escondido-San Marcos branch.

The motion was passed.

Motion #28 By direction of the SPOC committee Jane Niemeier moved to accept the Speech Trek budget.

The Motion passed.

President Mertens announced the following dates:

- 10/15-16/16 quarterly board of directors meeting in Santa Clara. Quarterly report

deadline 10/1/16

- 1/21-22/17 January board of directors meeting in San Diego. The quarterly report deadline is 1/7/17.
- 4/22-23/17 April board of directors meeting in San Mateo. The quarterly report deadline is 4/8/17 and committee accomplishments are due to the President at that time.

President Mertens proposed an Annual Meeting Agenda for discussion:

- 10AM-Noon: Annual Meeting – presentations of accomplishments
- Noon – 2:00 luncheon – Speech Trek presentation

April Board Meeting – 4/22 starting at 2:30 and ending at 5:30
4/23 starting at 9:00 and ending at 12:00

Among discussion points were:

- Sharon suggested a separate publication of the annual meeting – live stream the event.
- Speech Trek can be a stand alone event. It adds stature to the program

There was a discussion of the State Directory and Administrative (Admin) Packet. Directors were requested to get the directory information from their committees for insertion into the directory.

Branch BOR reports were due 7/1/15 – approximately 35 branches still have not responded. 8/1/16 committee data needs to be sent to Kim.

Leader on Loan information needs to be in the Admin packet.

The goal is to get the Admin packet in the mail by 9/1/16. Nominations and Elections, Fund Luncheon, Public Policy will have inserts for the package.

There was a discussion of the use of the AAUW-CA distribution list. Please use for AAUW-CA business only when using the AAUW-CA.com addresses.

President Mertens welcomed Kim Wilber, AAUW-CA office manager to the meeting. There will be a change in her workweek. She will work four days a week totaling 25 hours per week. Among her responsibilities are writing checks and entering data into Quickbooks. In addition, she will be responsible for Leader on Loan. Please be aware she has regular duties when asking for her assistance.

There was a break at 2:52 p.m.

Meeting resumed at 3:05 p.m.

Sandi Gabe spoke regarding changes to Communications.

- Keep the aliases for the outside community positions.
- Decide how you want your committees listed

Donna spoke about the agenda for Leadership Day. The opening remarks will be short so the committees may have more meeting time. Following the committee meetings, strategic plan action steps need to be completed and sent to Kim.

Regarding dinner, all the charges for dinner will be billed to the credit card and will be deducted from your reimbursement. We will meet in the lobby at 5:50 to go to dinner.

Kim needs help putting up storage shelves for the office.

It was emphasized that committee members need to sign in and fill out the committee list.

The meeting was recessed at 4:45 PM

The meeting resumed and was called to order at 9:00 AM on Sunday morning, July 17th, 2016.

The Annual Meeting Agenda was revisited and the following was agreed:

When - April 22, 2017

Where – San Mateo Marriott

What – 10:00 AM-Noon; Business meeting

Noon – 2: Stand alone competition for Speech Trek

Speech Trek and SPOC will come back with a recommendation on how to handle the Speech Trek event.

Donna is working on a development plan for Kim. Work orders are not needed at this time. A priority list will be established and will be adjusted according to the time of year and urgency of items.

Convention Report – 3 parts

Overall – Ainsley Nies

There were 47 evaluations received. There was no one under 50 that filled out an evaluation. The leading age group was over 70.

Networking was first in interest. Personal development & learning about AAUW were very close.

Volunteers – Cathy Foxhoven

29 of the 35 volunteers responded. There was a generally positive attitude.

Program – Lynne Batchelor:

Lynne feels there is a need to purchase 1 or more microphones for large events. Jane Neimeier's branch is selling their microphone.

A mechanism needs to be established for the use of equipment used by Tech Trek for use at the Convention and/or Annual Meeting.

Nancy Mahr presented a report from the Public Policy Committee.

Motion #29 By direction of the Public Policy committee Nancy Mahr moved that AAUW-CA add AAUW-CA's name to an extensive list of supporters of Proposition 52 that would require a 2/3 vote of the legislature to change state law that requires hospitals to pay fees that are used for obtaining federal funds for Medi-Cal.

Motion passed.

Nancy Mahr discussed Proposition 55 that is a 12 year extension of Proposition 30. She also brought the board up to date on Proposition 58 which supports progressive teaching versus immediate immersion of ESL students.

Donna Mertens returned the board to the agenda.

Sharon Westafer submitted the Fund Committee motions.

Motion #30 By direction of the AAUW Fund committee, Sharon Westafer moved to amend policy 902.2.10.a to read: solicits nominations for the State Names Gift honoree from members and branches by February 15 of each year, and instructs branches that members of the current state bard or AAUW Fund committee are not eligible for the award by approval of the board in special circumstances.

The motion passed.

Motion #31 By direction of the AAUW Fund committee, Sharon Westafer moved to delete policy 902.3.2.c

The motion passed.

Break – resumed at 10:09 AM

Motion #32 By direction of the Nominations an Elections committee, Sandi Gabe moved that Nominations be closed by December 8, 2016 to allow time to include information in the California Perspective.

The motion was adopted.

Discussion ensued. The Board of Directors decided to ask the governance committee to rework the Nominations and Elections portion of the Policies and Procedures to ask for consistent timing for the closure of nominations so that the Board of Directors does not have to pass a motion every year.

Motion #33 – Lynne Batchelor moved on behalf of the program committee that the following changes be made to the Policies and Procedures:

- 912.1 Remove diversity chair and substitute Gender Equity in Education;
- 912.2 To read “serves as” a resource for state committees for program coordination to be as written;
- 912(2) Move (2) to 9.2.3(5) and add words mission based as 3rd and 4th words;
- 912.3 (1) change word helps to assists. Delete the last sentence;
- 912.3 (3) substitute annual meeting for all state conference;
- 912.4 (2) insert word districts after branches;
- 912.4 (3) insert word districts and IBC after branches;
- 912.5 (2) insert word districts and IBC after branches;
- 912.5 (3) insert word districts and IBC after branches;
- 912.4 Delete #4;
- 912.6 (3) insert words districts and IBC after word branches; strike to branches and interbranch councils – add for them

The motion was adopted.

Motion #34 – Ainsley Nies moved to approve Sue Guilford and Linda Stroz for appointment to the Branch Support committee.

The motion was adopted..

Motion #35 By direction of the Branch Support committee Ainsley Nies moved to change Policy 903.3e: Delete “and refer them to the communications committee for assistance in the development and maintenance of the own website” so that it read “Encourages branches to advertise their events on the state website.”

The motion was adopted.

Motion #36 – By direction of the Branch Support committee Ainsley Nies moved to amend policy 916.1.3f replacing “brochure” with “printed program”.

The motion was adopted.

Motion #37 Charmen Goehring moved we take motion 14 off the table.

The motion was adopted.

Motion #14 The governance committee moved to Amend Policy 904.2.7, adding to the end: “Provides support for *SnapShots*, the convention daily publication, providing recommendations to the convention manager for the *SnapShots* editor, if needed, and ensuring immediate website posting of each *SnapShots* issue as soon as it is ready for publication.”

Motion #14 was defeated.

Motion #38 Sharon Westafer moved that motion #17 be taken off the table.

The motion passed.

Motion #17 The governance committee moved to amend Policy 916.1.2, replacing “Working” with “Consults”; inserting “as needed,” after “meetings planner”; and replacing “oversees” with “with” so it now reads: “**Consults** with the meetings planner **as needed, with** the planning for the annual meeting in odd-numbered years, when there is no convention.”

The motion was adopted.

Motion #39 Jane Niemeier moved motion #18 be taken off the table.

The motion was adopted.

Although we took the motion off the table, the wording was unavailable so we moved forward with the agenda and determined Motion 18 would be unfinished business for the October meeting.

Leadership Day Updates:

- YWTF is revamping the focus; younger women will be charged with starting new chapters;
- Branch Support – Continuing to support our branches;
- Program – Will add retirees and widows to those included in financial literacy program;
- Communications will refresh the website, please submit your committee data; the board password was distributed.
- Finance will be focusing on controlling costs and encouraging branches to participate in the MPP;
- SPOC is focusing on interview guidelines for interviewing the Tech Trek girls; guidelines for dorm mom evaluation; looking for new State Projects;
- Fund wants to produce 3-5 minute interviews of the Fund fellows for the website; Utube/livestream the fund luncheons;
- Public Policy is looking for branches to fill out the public policy survey;
- Development and Marketing will look for sources to help fund the Annual

Meeting and distribute the Development and Marketing brochure, look to have AAUW national sponsors support AAUW California.

Donna thanked everyone for all the hard work this weekend.

The meeting was adjourned at 11:41 AM

Signed,

Deanna Arthur, AAUW CA Secretary

DRAFT

DRAFT



**AAUW CA Board of Directors
Electronic Vote**

Email Recipients

Attendance:

Donna Mertens, President
Jane Niemeier Vice-President
Pat Ferrer, CFO
Deanna Arthur, Secretary
Lynne Batchelor
Alex Bellenger
Cathy Foxhoven, Sunday
Sandi Gabe
Charmen Goehring
Nancy Mahr
Ainsley Nies
Sharon Westafer

Dawn Johnson, Parliamentarian

MOTION 40:

The Public Policy committee moves to add AAUW-CA's name in support of Proposition 51. Our name will be added to the Prop 51 materials.

The motion passed with 9 yes votes and no response from Patricia Ferrar and Alex Bellenger.

Signed,

Deanna Arthur
AAUW CA Secretary



**Conference Call of the Executive Committee
October 6, 2016**

Those present:
Donna Mertens
Patricia Ferrer
Jane Niemeier

**Proposed change to Personnel Policy, Salary Section
Advances**

If a situation of extenuating circumstances should arise in an employee's life that can be assuaged by having an advance on the employee's salary, the Executive Committee may approve said advance. The employee shall place the request for the advance to the President of AAUW CA. The advance must be approved by the Executive Committee and will be reported as an action of the Executive Committee to the Board at the next scheduled board meeting.

*The advance may not exceed more than a month's salary. Only one advance may be approved per fiscal year. The advance may be repaid over a period of time through deductions in the scheduled payroll payments as long as the advance is repaid within 12 months of the date of issue of the advance. At the time the advance is issued the employee will sign an advance agreement that includes a repayment schedule **and an acknowledgment that the employee will repay AAUW CA for any additional fees associated with the advance.***

This policy is meant to assist an employee in a particularly difficult situation, but is not meant to be a continuing occurrence.

The Executive Committee discussed this policy and Patricia Ferrer, CFO, suggested the additional wording that is added in bold.

Patricia Ferrer will work on an agreement form that the employee will sign if he or she requests an advance.

The three members of the Executive Committee approved this policy, and Deanna Arthur voted "No" via email.

Donna Mertens will send the policy to the Governance Committee, and she will discuss this policy with the AAUW CA Board of Directors so that they know what the Executive Board has been working on.



AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: AAUW Fund

SUBMITTED BY: Sharon Westafer, Chair

DATE: September 27, 2016

Bullets for top priority items accomplished (including completion dates):

- All web page items updated. May 2016
- Current Fellowship and Grant recipient information sent to web team for uploading to Fund page on website. September 2016
- All Fellowship and Grant recipients contacted and have returned their contact information, availability to speak and description of their studies and/or projects. August 2016.
- Second quarter donation reports sent to branch presidents, financial officers and Fund V.P.s August 2016
- Two Fund luncheons scheduled for October, one scheduled for February, where an LAF litigant is scheduled to speak, and one LAF luncheon scheduled for January, where an LAF litigant is scheduled to speak. August and September 2016
- A Fellowship recipient is scheduled to speak to a branch in November. August 2016

Bullets for upcoming top priority items (including target completion dates):

- Video Fund luncheons and post to website. November 2016
- Continue to schedule Fellowship and Grant recipients at branch and Interbranch Council meetings. Ongoing

- Distribute 3rd quarter and 4th quarter branch donation reports when receive from National. November and February, respectively.

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate):

None

COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

COMMITTEE: AAUW Fund

DATE: September 27, 2016

Category	Annual Committee Budget	YTD Expenses
Travel	\$400.00	\$
Postage	\$150.00	\$
Printing	\$	\$
Telephone	\$	\$
[specify other(s)]	\$50.00	\$
Total	\$600.00	\$0

Note: Blank Motion Page Removed (4 of 4)



AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: Branch Support

SUBMITTED BY: Ainsley Nies

DATE: Sept. 30, 2016

Bullets for top priority items accomplished (including completion dates):

- **In-Person Visits Q1 objective - 3 visits**
 - Branch Support review with La Mesa-El Cajon branch president – July 12
 - Facilitated La Mesa-El Cajon Open Space – July 13
 - Branch Support review with SEIBC Chair – July 29
 - Facilitated SEIBC Open Space – July 30
 - Attended Capital Counties IBC Meeting – Aug. 8
 - Attended Santa Clara County IBC Meeting – Sept. 26
- **Communication to Branch Support Comm. (IBC Chairs & Branch Liaisons) Q1 objective – 2 issues of Branch Support News**
 - Off to a Good Start! Leadership Day summary/Strategic Plan Task – July 22
 - Branch Support News with Ideas to Share – Aug. 3
 - Branch Support News and Strategic Plan Task – Aug. 20
 - Targeted Leadership data collection reminders – Sept 8,11,12,19
- **Communication as Branch Liaison – Q1 objective - 1 Branch Liaison communication per area**
 - Personal introduction & Leadership data description to North and South San Joaquin and Lake Tahoe branch leaders; requested time for phone calls – Sept 4
- **Responded to Branch Requests/Questions**
 - San Luis Obispo County IBC – IBC insurance need? – closed July 21
 - Humboldt – notified 8/21 by a past president that branch is in jeopardy of failing; temporary resolution in place, future plans in progress
 - Orange County - How to find LAF speaker that's a litigant – closed Sept. 23
 - Palo Alto – use of phone number on website – closed Sept. 27
- **Updates for Website and Directory – completed Aug. 1**

Bullets for upcoming top priority items (including target completion dates):

- **In-Person Visits – Q2 objective 3 visits**
 - will attend Humboldt branch meeting Nov. 4
- **Communication to Branch Support Comm. (IBC Chairs & Branch Liaisons)**
Q2 objective - 2 issues Branch Support News
- **Communication as Branch Liaison –**
Q2 objective - 1 Branch Liaison communication per area

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate):

COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

COMMITTEE: Branch Support

DATE: September 30, 2016

Category	Annual Committee Budget	YTD Expenses
Travel	\$1400	\$139.22
Postage	\$10	\$
Printing	\$20	\$
Telephone	\$10	\$
[specify other(s)]	\$60	\$
Total	\$1500	\$139.22

Note: Blank Motion Page Removed (4 of 4)



AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: DEVELOPMENT AND MARKETING

SUBMITTED BY: Deanna Arthur

DATE: 10/1/16

Bullets for top priority items accomplished (including completion dates):

- No items have been completed to date.

Bullets for upcoming top priority items (including target completion dates):

- The posting of the marketing and development brochure on the website. The plan needs to be reworked and other solutions need to be found. ETA unknown.
- The Give a Grad a Gift brochure is in progress. Several items have been generated for the use of the branches but not the brochure itself. Will discuss with C/U partners and membership if an email address is needed for the receipt of questions specific to the GGG programs.
- The location, contact and acquisition of sponsors for the annual meeting.
- A meeting/conference call for the members of the development and marketing committee.

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate):

COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

COMMITTEE:

DATE:

Category	Annual Committee Budget	YTD Expenses
Travel	\$	\$
Postage	\$	\$
Printing	\$	\$
Telephone	\$	\$
[specify other(s)]	\$	\$
Total	\$	\$0



AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: Finance

SUBMITTED BY: Patricia Ferrer, CFO

DATE: 09/28/2016

Bullets for top priority items accomplished (including completion dates):

- Spreadsheet prepared for insurance and Fund assessment billings sent to Kim for preparation by XXXX
- Transitioned to QuickBooks on-line on 7/8/2016
- FY 2016-2017 budget approved and transmitted to all board members on XXX
- Boxed all 2015/2016 paper files and prepared for shipping to Sacramento on 9/24/2016.

Bullets for upcoming top priority items (including target completion dates):

- Complete documentation support file for review as requested by CPA by October 10, 2016
- Teleconference with UBS regarding investments on October 13, 2016
- Completion of annual review and tax submissions by November 15, 2016

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate): N/A

COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

COMMITTEE: Finance

DATE: 9/28/2016

Category	Annual Committee Budget	YTD Expenses
Travel	\$	\$
Postage	\$	\$
Printing	\$	\$
Telephone	\$	\$
Teleconference	\$50	\$0
Total	\$50	\$0

Note: first telecon date out for confirmation

Note: Blank Motion Page Removed (3 of 3)



AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: Membership

SUBMITTED BY: M. Alex Bellenger, Kathy Andreini

DATE: 9/30/16

Bullets for top priority items accomplished (including completion dates):

- Contacting the Branch Membership Vice Presidents to build a bridge between the local branches and the state (completed on or around October 8th, 2016).
- Encouraging branches to collaborate with local C/U partners via the Fall Perspective and the September B2B.

Bullets for upcoming top priority items (including target completion dates):

- Sending a membership article to the branches for publication in their newsletters (before December 2016).
- Maintaining relationships with Branch Membership Vice Presidents (ongoing).

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate):

COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

COMMITTEE: Membership

DATE: 9/30/16

Category	Annual Committee Budget	YTD Expenses
Travel	\$	\$0
Postage	\$	\$0
Printing	\$	\$0
Telephone	\$	\$0
Membership Budget	\$450.00	\$6.45 [postage]
Total	\$450.00	\$6.45

MOTION FORM

Proposed motion: It is the recommendation of the Membership Committee that the AAUW CA board confirm Tena Gallagher as a committee member.

Purpose of the Recommendation: To increase the number of members in the Membership Committee

Potential impact of the recommendation:

1. Does it advance our mission?

Including Tena in the Membership Committee allows us more input and (wo)manpower to carry out the goals of the committee.

2. How will it advance our state strategic plan?

Another member in the Membership Committee will help us advance our strategic plan action items much quicker than without her.

3. What are the financial (one-time or annual) and resource (volunteer time) implications of the proposal?



AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: Program

SUBMITTED BY: Lynne Batchelor

DATE: October 1

Bullets for top priority items accomplished (including completion dates):

- Perspective and B2B articles written to promote new Eleanor Roosevelt Project.
- First Eleanor Roosevelt Conference Call hosted.
- Notes from call written and ready for posting.
- Financial Literacy and International Advocacy updated web pages.
- Financial literacy in process of updating modules and power point.
- Presentations given to 2 branches on financial literacy and information about programs sent to several branch leaders.
- Process established to handle inquiries for Start Smart.

Bullets for upcoming top priority items (including target completion dates):

- Get branches to submit mission based programs for Program of the Month. Ongoing.
- Complete final segment for website (Program Recognition Awards from Convention). Halloween.
- Prepare and distribute International Woman's Day information. January 15.
- Plan for how to put Eleanor Roosevelt info on website. Halloween.
- Continue implementation of Eleanor Roosevelt Project and add components. Ongoing.

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate):

COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

COMMITTEE:

DATE:

Category	Annual Committee Budget	YTD Expenses
Travel	\$	\$
Postage	\$	\$
Printing	\$	\$
Telephone	\$	\$
[specify other(s)]	\$	\$
Total	\$	

Only expenses so far are for conference call. Info not currently available.

Note: Blank Motion Page Removed (4 of 4)

MOTION FORM



AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: Speech Trek

SUBMITTED BY: Cathy Foxhoven

DATE: October 1, 2016

Bullets for top priority items accomplished (including completion dates):

- Updated website – August 2016
- Updated Toolkit, Student Forms & P&P – June 2016
- Surveyed last year’s participating branches in regards to necessary changes – added those changes to the all forms – June 2016
- Ongoing communications with branches
- Submitted articles for B2B & Perspective – ongoing
- Communicated with two branches who are upset about boys allowed in the competition – September 2016
- Participated in a conference call with Donna Mertens and Jane Niemeier in regards to this issue. – September 2016
- Contacted Shelley Mitchell to continue her search for sponsorship. Now that she is settled in her new home, she has said that she will write some grants. September 2016
- Have been assisting new branches in organizing their contest through emails and phone calls. – July, August, Sept. Oct. 2016

Bullets for upcoming top priority items (including target completion dates):

- Encourage branches to send their “Intent to Participate”. – October 2016

- Correct P&P, Toolkit & Student Forms to put **November 1st** as the consistent date for “Intent to Participate”. The State Directory lists Oct. 1st, P&P – Dec. 1st and Toolkit- Nov.1st. – October 2016
- Identify judges throughout the State for the regional judging. – January 2017
- Continue to recruit branches through B2B & Perspective.

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate):

COMMITTEE BUDGET QUARTERLY REPORT – NOT APPLY

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

COMMITTEE:

DATE:

Category	Annual Committee Budget	YTD Expenses
Travel	\$	\$
Postage	\$	\$
Printing	\$	\$
Telephone	\$	\$
[specify other(s)]	\$	\$
Total	\$	\$0

Note: Blank Motion Page Removed (4 of 4)



AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: Younger Members

SUBMITTED BY: Charmen Goehring

DATE: 9/30/2016

Bullets for top priority items accomplished (including completion dates):

- Article in Perspective to help educate branch members regarding YWTF
- Ongoing communication and support of new and emerging chapters-SF, Stockton

Bullets for upcoming top priority items (including target completion dates):

- Discussion with Sac State AAUW affiliate re: partnering to start YWTF Sac for graduates-February 2017
- Connect existing chapters to local branches for collaboration-June 2017
- Article for winter Perspective

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate):

COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

COMMITTEE:

DATE:

Category	Annual Committee Budget	YTD Expenses
Travel	\$	\$
Postage	\$	\$
Printing	\$	\$
Telephone	\$	\$
[specify other(s)]	\$	\$
Total	\$	\$0

Note: Blank Motion Page Removed (3 of 3)



October 1, 2016

The Honorable Jenny R. Yang, Chair
U.S. Equal Employment Opportunity Commission
131 M Street, N.E.
Washington, D.C. 20507

cc: Sarah Crawford, Esq.

Dear Chair Yang:

The Equal Employment Opportunity Commission (EEOC) is currently investigating allegations relating to wage discrimination as set forth in an action filed by members of the U.S. women's national soccer team against the U.S. Soccer Federation. The American Association of University Women of California (AAUW CA) stands in support of the women's soccer team as it fights for pay equity, fairness in compensation and fair and equal treatment.

AAUW CA supports the principles and practice of economic justice for women. Equal pay for equal work is a basic principle of pay equity. The women's team does the same work as the men's team – training, games played, and travel. And with three World Cup championships and four Olympic gold medals, they are even more successful. However a significant disparity exists in the compensation of men and women professional soccer players. Whether the issue is individual pay or team bonuses, the women have suffered continued financial losses in comparison to the men.

Collegiate athletes are protected by federal law under Title IX. Professional athletes deserve the same consideration and protections.

AAUW CA thanks and recognizes the hard work of the EEOC to address pay equity. We support the EEOC in its responsibility to objectively and fairly investigate the allegations put forward by the women's soccer team players. We urge the EEOC to move forward with this investigation and action, and to use its leadership and authority to bring economic justice for all players to the sport of soccer.

Yours truly,

Donna Mertens, President
American Association of University Women, California

AAUW CA
Statement of Financial Position
As of September 30, 2016

		Total
ASSETS		
Current Assets		
Bank Accounts		
Petty Cash	\$	84.00
UBS KH 15166 (Restricted)		
Cash		8,865.43
Exchange Traded Products		13,606.19
Fixed Income		70,765.18
Mutual Funds		66,722.07
Total UBS KH 15166 (Restricted)	\$	159,958.87
UBS KH 15169 (Unrestricted)		
Cash		6,753.41
Exchange Traded Products		10,305.28
Fixed Income		53,451.69
Mutual Funds		50,306.54
Total UBS KH 15169 (Unrestricted)	\$	120,816.92
UBS KH 15170 (Conv/Conf)		
Convention Checking		19,552.85
Fixed Income Fund		32,814.60
Total UBS KH 15170 (Conv/Conf)	\$	52,367.45
UBS KH 15181 (Checking)		94,448.23
Total Bank Accounts	\$	427,675.47
Accounts Receivable		
Accounts Receivable		43,759.02
Leadership Receivable		0.00
National Receivable		0.00
Presidents Luncheon Receivable		0.00
Speech Trek Receivable		0.00
SPF Receivable		-877.33
Start Smart Receivable		0.00
Tek Trek Receivable		0.00
Total Accounts Receivable	\$	42,881.69
Other current assets		
Total Other current assets	\$	4,343.79
Total Current Assets	\$	474,900.95
Fixed Assets		
Accumulated Depreciation		-2,888.20
Furniture and Equipment		4,007.98
Total Fixed Assets	\$	1,119.78
TOTAL ASSETS	\$	476,020.73

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

Total Accounts Payable	\$	0.00
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Credit Cards

UBS VISA Credit Card		3,627.20
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Total Credit Cards	\$	3,627.20
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Total Current Liabilities	\$	3,627.20
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Total Liabilities	\$	3,627.20
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Equity

Total Equity	\$	472,393.53
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TOTAL LIABILITIES AND EQUITY	\$	476,020.73
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AAUW CA
Budgets vs Actuals FY 16 17
 July 2016 - June 2017

	Actual	Budget	Total over Budget	Remaining	% of Budget
Revenue					
Convention/Annual Meeting Income		2,000.00	-2,000.00	2,000.00	0.00%
Funds Assessment	6,645.00	6,300.00	345.00	-345.00	105.48%
Funds Luncheon Income	1,120.00	9,000.00	-7,880.00	7,880.00	12.44%
Total Insurance Income	46,223.00	50,000.00	-3,777.00	3,777.00	92.45%
Interest Income	1.72	0.00	1.72	-1.72	
Leadership Days Income		1,500.00	-1,500.00	1,500.00	0.00%
Total Membership Income	183,251.00	214,000.00	-30,749.00	30,749.00	85.63%
Prior Year Carryover	18,236.02	15,000.00	3,236.02	-3,236.02	121.57%
Total Revenue	\$ 255,476.74	\$ 297,800.00	-\$ 42,323.26	\$ 42,323.26	85.79%
Gross Profit	\$ 255,476.74	\$ 297,800.00	-\$ 42,323.26	\$ 42,323.26	85.79%
Expenditures					
Assesments - Funds		6,260.00	-6,260.00	6,260.00	0.00%
Auditing & Tax Prep		5,300.00	-5,300.00	5,300.00	0.00%
Bank Fees	3.50	200.00	-196.50	196.50	1.75%
Committee Expenses			0.00	0.00	
Branch Support	165.03	1,500.00	-1,334.97	1,334.97	11.00%
Communication	519.80	500.00	19.80	-19.80	103.96%
Executive Committee	6.11	150.00	-143.89	143.89	4.07%
Finance		50.00	-50.00	50.00	0.00%
Funds		600.00	-600.00	600.00	0.00%
Governance		350.00	-350.00	350.00	0.00%
Leadership		1,100.00	-1,100.00	1,100.00	0.00%
Marketing and Development		300.00	-300.00	300.00	0.00%
Membership	6.40	450.00	-443.60	443.60	1.42%
Program		500.00	-500.00	500.00	0.00%
Public Policy	80.96	5,000.00	-4,919.04	4,919.04	1.62%
State Project Oversight		500.00	-500.00	500.00	0.00%
Young Women's Task Force (YWTF)		300.00	-300.00	300.00	0.00%
Total Committee Expenses	\$ 778.30	\$ 11,300.00	-\$ 10,521.70	\$ 10,521.70	6.89%
Convention Fees		4,400.00	-4,400.00	4,400.00	0.00%
Convention/Annual Mtg Expenses		2,000.00	-2,000.00	2,000.00	0.00%
Dues to other orgs		1,000.00	-1,000.00	1,000.00	0.00%
Election Expense		7,000.00	-7,000.00	7,000.00	0.00%
Equip Lease	472.35	3,000.00	-2,527.65	2,527.65	15.75%
Funds Luncheon Expenses	579.41	9,000.00	-8,420.59	8,420.59	6.44%
Insurance Exp	45,607.00	50,000.00	-4,393.00	4,393.00	91.21%
Leadership Days Expense		1,500.00	-1,500.00	1,500.00	0.00%
Legal Fees		100.00	-100.00	100.00	0.00%
Lobbyist	19,821.46	60,000.00	-40,178.54	40,178.54	33.04%

Miscellaneous Exp		250.00	-250.00	250.00	0.00%
Total Payroll Expenses	6,847.53	32,100.00	-25,252.47	25,252.47	21.33%
Permits & Fees		105.00	-105.00	105.00	0.00%
Postage & Shipping	5,177.19	10,000.00	-4,822.81	4,822.81	51.77%
President's Travel	341.43	3,000.00	-2,658.57	2,658.57	11.38%
Printing and Copies	4,597.72	15,000.00	-10,402.28	10,402.28	30.65%
Rent Expense	2,697.46	8,700.00	-6,002.54	6,002.54	31.01%
Repairs and Maintenance	28.68	100.00	-71.32	71.32	28.68%
Storage	448.00	1,344.00	-896.00	896.00	33.33%
Supplies	274.63	2,000.00	-1,725.37	1,725.37	13.73%
Taxes		150.00	-150.00	150.00	0.00%
Telephone	188.00	564.00	-376.00	376.00	33.33%
Travel			0.00	0.00	
April BOD	2,201.39	7,500.00	-5,298.61	5,298.61	29.35%
Ex Comm Travel		500.00	-500.00	500.00	0.00%
January BOD	1,500.00	5,000.00	-3,500.00	3,500.00	30.00%
July BOD	18,220.40	24,550.00	-6,329.60	6,329.60	74.22%
New Board Retreat	0.00	6,500.00	-6,500.00	6,500.00	0.00%
October BOD	167.96	7,500.00	-7,332.04	7,332.04	2.24%
Total Travel	\$ 22,089.75	\$ 51,550.00	-\$ 29,460.25	\$ 29,460.25	42.85%
Unallocated Reserve	4,713.02	1,477.00	3,236.02	-3,236.02	319.09%
Web	3,391.50	10,000.00	-6,608.50	6,608.50	33.92%
Workers Comp Insurance		400.00	-400.00	400.00	0.00%
Total Expenditures	\$ 118,056.93	\$ 297,800.00	-\$ 179,743.07	\$ 179,743.07	39.64%
Net Operating Revenue	\$ 137,419.81	\$ 0.00	\$ 137,419.81	-\$ 137,419.81	
Other Revenue/Investment Income					
Dividend Income	1,123.30	0.00	1,123.30	-1,123.30	
Unrealized Gains	8,960.30	0.00	8,960.30	-8,960.30	
Unrealized Losses	-1,261.96	0.00	-1,261.96	1,261.96	
Total Other Revenue	\$ 8,821.64	\$ 0.00	\$ 8,821.64	-\$ 8,821.64	
Other Expenditures					
Management Fees	815.57	0.00	815.57	-815.57	
Total Other Expenditures	\$ 815.57	\$ 0.00	\$ 815.57	-\$ 815.57	
Net Other Revenue	\$ 8,006.07	\$ 0.00	\$ 8,006.07	-\$ 8,006.07	
Net Revenue	\$ 145,425.88	\$ 0.00	\$ 145,425.88	-\$ 145,425.88	



AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: Governance

SUBMITTED BY: Sue Cochran

DATE: 9/30/2016

Bullets for top priority items accomplished (including completion dates):

- Ongoing discussion with National pertaining to the Mutual Benefit v. Public Benefit status and how to move forward.
- Conference call scheduled for later in October with legal team from National to determine easiest path to resolution of above issue.
- Committee members moving forward updating model bylaws for posting on web page to reflect latest mandatory items from National Compliance officer.

Bullets for upcoming top priority items (including target completion dates):

- By end of October complete the review of list of branches and what needs attention.
- Work with incorporated branches that have an issue with mutual v. public benefit status and resolution consistent with National's recommendations, plan to complete by 1/31/2016.
- Review of state policies and procedures and recommendations for revisions --- by Jan. 31, 2016.
- Work with state officers and committees for proposed amendments to bylaws and policies and procedures – prior to subsequent board meetings.

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board. (Optional): Requests for board action (use motion form, if appropriate):

COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

COMMITTEE: Governance

DATE: 9-30-2016

NO EXPENSES TO DATE --- EXPECTED LATER IN YEAR

Category	Annual Committee Budget	YTD Expenses
Travel	\$	\$
Postage	\$	\$
Printing	\$	\$
Telephone	\$	\$
[specify other(s)]	\$	\$
Total	\$	\$0

Note: Blank Motion Page Removed (3 of 3)



AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: Nominations and Elections

SUBMITTED BY: Jean Simutis

DATE: September 30, 2016

Bullets for top priority items accomplished (including completion dates):

- Submitted information for the admin packet.8/14/16
- Worked with Sandi Gabe to update N/E pages on the state website.
- Sandi Gabe and Kim Wilbur worked to switch paper nomination form to fillable form on the website.

Bullets for upcoming top priority items (including target completion dates):

- Waiting to hear about a necessary election item to change the state corporation type. Donna Mertens and Sue Cochran have a phone call scheduled with National.
- Receive applications for board positions and work with the web committee to have necessary information available on the website and in the perspective. Deadline 12/9/16

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate):

COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

COMMITTEE: Nominations and Elections

DATE: 9-30-16

No money spent

Note: Blank Motion Page Removed



AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: Communications

SUBMITTED BY: Sandi Gabe

DATE: September 28, 2016

Bullets for top priority items accomplished (including completion dates):

- Processed committees website updates in preparation for new site launch and to reflect 2016-2017 staffing changes.
- Completed 2016-2017 Directory and Admin packet and sent for print and distribution. Revised format. Established process for confirming recipient contact information. 9/2/16.
- Produced California Perspective and monthly Board to Board communications. Various dates. Revised and documented the mailing process to assure that the correct members receive the CA Perspective. 9/2/16.
- Executed and analyzed survey to identify website needs. 8/15/16.
- Updated and aligned mailing groups on Google and the website. Reviewed and adjusted aliases.

Bullets for upcoming top priority items (including target completion dates):

- Migrate website. 10/15/16.
- Develop written procedures for website maintenance and security. 11/30/16.

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate):

COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

COMMITTEE: Communications

DATE: 9-26-16

	Budget	Actual	Variance	Comments
Web Budget	\$ 10,000.00			
Google for work	\$ 180.00	\$ 45.00	\$ 135.00	June, July, Aug
Website maint (Pauli)	\$ 1,380.00	\$ 100.00	\$ 1,280.00	Oct - Dec hosting
SSL Certificate	\$ 175.00		\$ 175.00	
Domain registration (q5years)	\$ -	\$ 15.00	\$ (15.00)	Google June 2015-2016
T&M consulting		\$ 950.00		July \$2,5327.50 August - Website contract
Website Redesign (Pauli)	\$ 7,000.00	\$ 2,282.50	\$ 4,717.50	45.00 credit for google for work
Total	\$ 8,735.00	\$ 3,392.50	\$ 5,342.50	
Postage & Shipping	\$ 10,000.00			
				Winter and Summer Perspective - Vote-Now (\$2,008.55) Winter and Summer Perspective - Vote-Now (\$2,008.55) Fall mailing – MailChimp vs Vote-now (\$250.00) Included in printing costs
CA Perspective		\$ 2,258.55		
Directory		\$ -		
Total	\$ 10,000.00	\$ 2,258.55	\$ 7,741.45	
Printing and Copies	\$ 15,000.00			
CA Perspective		\$ 3,986.58		Fall Edition - (\$3,986.58)
Directory/Admin Packet		\$ 910.14		Includes postage
Total	\$ 15,000.00	\$ 4,896.72	\$ 10,103.28	
Travel	\$ 500.00	\$ 494.46	\$ 5.54	Sacramento/San Diego
Telephone	\$ -	\$ 2.93		8/4 75 minutes
Total Budget	\$ 35,500.00	\$ 11,045.16	\$ 24,454.85	

MOTION FORM

Proposed motion 1: *Modify Policy 105 – Internet Guidelines*

It is the recommendation of the Communications Committee force that the AAUW CA board approve the following five modifications to the policy:

1. 105.2.1.d - correct spelling of “university”.
2. 105.4.4.a – modify statement to reflect the ability to link email addresses to personal addresses. The statement will read: “Names will be hyperlinked to forward to personal email addresses with the permission of the individual. If desired, the individual can request an alias within the aauw-ca.org domain.”
3. 105.4.4.b – Remove statement. No longer applicable
4. 105.5.2 – Replace the word “listservs” with “email groups”.
5. 105.3.2. Replace “The executive committee must approve any requests for other links to be added to the state website, and only may do so if the link is to content directly supporting AAUW’s mission, program and policies.”

with

“Links other than those identified in 105.3.1 must be submitted to the Communications Committee Chair for approval to assure their content's adherence to AAUW’s mission, program and policies. If, in the opinion of the Communications Committee Chair, the link may not meet that standard, it shall be submitted to the Executive Committee for approval prior to posting.”

Purpose of the Recommendations:

Align language with current practices.

Potential impact of the recommendation:

Does it advance our mission? *Yes.*

How will it advance our state strategic plan? *Aligns to current practice in support of mission.*

What are the financial (one-time or annual) and resource (volunteer time) implications of the proposal? *The only cost is to update the policy.*

MOTION FORM

Proposed motion 2: Modify Policy 106 – Publications

It is the recommendation of the Communications Committee force that the AAUW CA board approve the following two modifications to the policy:

1. 106.1.2 – correct spelling of “activities” and replace “it” with “Snapshots” to clarify what the convention budget covers.
2. 106.1.3 – correct spelling of “incompatible”

Purpose of the Recommendations:

Align language with current practices.

Potential impact of the recommendation:

Does it advance our mission? *Yes.*

How will it advance our state strategic plan? *Aligns to current practice in support of mission.*

What are the financial (one-time or annual) and resource (volunteer time) implications of the proposal? *The only cost is to update the policy.*

MOTION FORM

Proposed motion 3: Modify Policy 904 – Communications Committee

It is the recommendation of the Communications Committee force that the AAUW CA board approve the following seven modifications to the policy:

1. 904.2.5 – Replace current text with “Provides advice and assistance to branches that request help regarding communication.”
2. 904.2.7 – Add the following sentence: “Provides support for the daily convention publication, Snapshots, by making any necessary recommendations to ensure robust content for convention participants and/or timely social media posting. Recommendations are to be made to the convention manager for conveyance to the Snapshots editor. “
3. 904.3.2.a – remove reference to “blog”. The sentence will read: “Manages the website and web calendar. “
4. 904.3.3.b – Change the recipient of the California Perspective Budget recipient from President and CFO to Director, Communications so that it can be incorporated into the overall communication’s budget. The sentence will read: “Prepares budget for state newsletter and forwards it to the Director, Communications.”
5. 904.3.3.d – Add reference to coordinating activity with Office Manager. The sentence will read: “Coordinates with office manager to order member data list from national AAUW and coordinates with print house. “
6. 904.3.3.e - Add reference to coordinating activity with Office Manager. The sentence will read: “Coordinates with office manager to verify bulk mail account is funded for each newsletter publication.”
7. 904.3.6 Remove last sentences as each issue and online distribution has an opt-out process. Sentence removed: “Working with the state membership committee send invitations to new members to opt for electronic delivery of the California Perspective.”

Purpose of the Recommendations:

Align language with current practices.

Potential impact of the recommendation:

1. Does it advance our mission? *Yes.*
2. How will it advance our state strategic plan? *Aligns to current practice in support of mission.*
3. What are the financial (one-time or annual) and resource (volunteer time) implications of the proposal? *The only cost is to update the policy.*



AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: Public Policy

SUBMITTED BY: Nancy Mahr

DATE: 10/1/16

Bullets for top priority items accomplished (including completion dates):

- The Public Policy Committee reviewed its branch communication program, started in 2015-16, and refined our approach. The new directory is very helpful to this program, which works through IBC groupings. Liaison responsibilities were established.
- Public Policy Committee members signed up for articles on PP issues to be sent out to branches periodically throughout the year. We have committed to 7 articles.
- Public Policy information was submitted for inclusion in the 2016 Admin Packet.
- Election activity information was provided to branches through the Fall Perspective and the September B2B.
- The PP Committee took positions on the 2016 ballot propositions and a summary of the propositions, including AAUW positions, was posted in the Fall Perspective.
- The Committee determined a new method for soliciting member input into establishing the Public Policy Priorities for 2017 -19. The October B2B asked branches to take a leading role in discussing the priorities with their members.
- Sue Miller and Nancy Mahr participate in national's monthly conference calls for state public policy chairs.
- The first of the PP articles was distributed to branches for use in newsletters. 9/16
- Sue Miller attended a meeting on Title IX with the CA Dept. of Education. She also attended a CCRF meeting in Sacramento. September 2016

- Nancy Mahr attended a press conference called by Senator Isadore Hall on SB 1063
- Responded to member requests for assistance with public policy issues in their branches.

Bullets for upcoming top priority items (including target completion dates):

- Public Policy Priorities for 2017 – 19:
 - Send a second request to branches to hold meetings on the priorities, by 10/10
 - Develop a reporting form and transmit to branches, by 10/10
 - Receive branch reports by 12/2
 - Compile branch input and finalize new priorities
 - Format and publish a new PP Priorities brochure by 1/20/17
- March 2017:
 - Bill assignments will be given out to Committee members for research.
 - PP Committee meeting will be held in Sacramento to discuss the bills and determine our positions.

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate):

- The Public Policy Committee moves to amend the Strategic Plan by moving the "Gender Equity in Education" coordinator from Leadership and placing it under Public Policy.

COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

COMMITTEE:

DATE:

Category	Annual Committee Budget	YTD Expenses
Travel	\$	\$
Postage	\$	\$
Printing	\$	\$
Telephone	\$	\$
[specify other(s)]	\$	\$
Total	\$	\$0

Note: Blank Motion Page Removed (4 of 4)



AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: State Projects Oversight

SUBMITTED BY: Jane Niemeier

DATE: September 30, 2016

Bullets for top priority items accomplished (including completion dates):

- Updated Tech Trek Policies and Procedures and inserted a nondiscrimination clause. September 2016
- Prepared a form and instructions for branches to apply for funds for new state projects. August 2016

Bullets for upcoming top priority items (including target completion dates):

- Develop a model for interviewing Tech Trek girls – January 2017
- Finish ADA training video – April 2017
- Develop guidelines to evaluate dorm moms, teachers, classes and overall camp programs – April 2017

Other accomplishments:

- Jane responded to a branch that questioned the inclusion of boys in the Speech Trek competition. The letter explained that boys should be included because of Title IX concerns in the public schools.
- Jane and Susan attended a meeting of the branch coordinators and the UCSD camp directors. The meeting was to give input about revising and improving Tech Trek forms.

- Jane met with UCSD camp directors to explain the importance of having an oversight committee.

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate):

COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

COMMITTEE:

DATE:

Category	Annual Committee Budget	YTD Expenses
Travel	\$	\$
Postage	\$	\$
Printing	\$	\$
Telephone	\$	\$
[specify other(s)]	\$	\$
Total	\$500.00	\$0

MOTION FORM

Proposed motion: It is the recommendation of the State Projects Oversight Committee that the AAUW CA board approve the forms for applying for funds for new state projects. SPOC also requests that the board allocate up to \$2000 to fund these projects over the next two years: 2016-2018

Purpose of the Recommendation: To encourage branches to research and create new projects that will benefit women and girls.

Potential impact of the recommendation:

1. Does it advance our mission? Yes
2. How will it advance our state strategic plan? It is one of the SPOC goals.
3. What are the financial (one-time or annual) and resource (volunteer time) implications of the proposal? SPOC is asking for \$2000 from the budget. These monies were originally set aside to fund new state projects. Branches will provide the volunteer time.



State Project Grant Application Form 2016 – 2017

Applicant's Name: _____

Home/Cell Phone: _____

Email Address: _____

Branch: _____

Amount of Request: _____

ADDRESS EACH OF THE FOLLOWING QUESTIONS IN YOUR PROPOSAL. (2 page maximum)

- What does your program do to enhance the mission of AAUW? What are the expected outcomes?
- Describe what you will do with the funds you have requested.
- Why should your proposal be selected for funding? (i.e. What problem will this solve? How will members/the public benefit? What makes it innovative?)
- What other support (financial or other) will be needed to make use of this grant award and how will you secure the support?

- List specific expenditures planned for your project and identify which will be funded by this grant request and which by other sources, if any.
- List any plans for collaborating with other community organizations.
- How will this project be evaluated? What are the plans for long term follow-up?

Please include a tentative time line for completion of this project.

ACCEPTANCE AND SIGNATURES: - MUST BE SIGNED BY BRANCH PRESIDENT AS WELL AS APPLICANT

We have read and we understand the guidelines established for the AAUW CA State Projects Grant Program. We will abide by the AAUW CA policies in implementing this project and agree to follow AAUW CA policies and procedures to access funds. We understand that funding will be restricted to those items specifically noted in the approved Grant budget. We further understand that following the completion of this project, the project may be made available to all AAUW CA Branches.

APPLICANT'S SIGNATURE: _____ DATE _____

BRANCH PRESIDENT'S SIGNATURE: _____ DATE _____

SPOC use only

DATE RECEIVED _____ BY: _____

AAUW of California State Project Grant Guidelines

General Purpose:

AAUW CA will provide financial assistance to branches and other affiliated entities that propose a potential new state project. Existing state projects are Tech Trek and Speech Trek.

Qualifications:

All branches and other affiliated entities are eligible to apply.

How Grants are Chosen:

The State Projects Oversight Committee (SPOC) will evaluate and score applications according to responses provided on the grant application. Grants to be funded are subject to approval by the AAUW CA Board of Directors.

Amount and Terms of Award:

State Project Grants will be awarded in amounts up to \$500, based on available funding. There will be a maximum of two \$500 grants per fiscal year. All grant funds awarded must be used within 12 months, with the possibility of a second year of funding.

Criteria for Selection:

- 4.** Preference will be given to applications that clearly demonstrate how the grant will directly enhance the mission of AAUW.
- 5.** Incomplete applications may not be considered.
- 6.** Late applications will not be considered but may be held until the next cycle.

Application Procedures:

Grants will be awarded in April for the following fiscal year. Applications must be received at the AAUW CA office by October 1st. (January 1st the first year, 2017)

Funding Procedures:

AAUW CA will create an account for each grantee. All expenditures must be made in accordance with AAUW CA guidelines and must be made in support of the original approved project.

Reports:

Each grantee is required to provide a summary report to SPOC within 45 days of completion of the grant-funded project. Reports should include a description of how the grant enhanced the AAUW mission. A representative may be assigned to conduct a follow up interview. Grantees may be asked to present their work to the AAUW CA Board of Directors.

Questions/Contact:

For additional information, contact SPOC by email at spoc@aauw-ca.org.

MOTION FORM

Proposed motion: It is the recommendation of the State Projects Oversight Committee that the AAUW CA board amend AAUW CA policy number 1003.3.2

Purpose of the Recommendation: To obtain grant money for new state projects. There is another contingency fund that is to be used for emergencies according to our CFO. She believes that the second sentence in this policy was placed there by error.

Potential impact of the recommendation:

1. Does it advance our mission? Yes
2. How will it advance our state strategic plan? It is one of the SPOC goals.
3. What are the financial (one-time or annual) and resource (volunteer time) implications of the proposal? Up to \$2000 will be taken from the Restricted Projects Fund

Policy 1003.3 2

Restricted Projects Fund a. Purpose: To fund special projects and programs of AAUW CA as established by the board. This account acts as a reserve for contingencies. If and when an emergency occurs, the board must approve the amount needed to regain status quo. That The approved amount will be transferred to the Money Market Checking Account for disbursement. The funds removed from this account will be replaced as soon as possible.

MOTION FORM

Proposed motion: It is the recommendation of the State Projects Oversight Committee that the AAUW CA board approve the updates and changes to the Tech Trek Policies and Procedures.

Purpose of the Recommendation: To keep the Tech Trek Policies and Procedures current with state and national practices

Potential impact of the recommendation:

7. Does it advance our mission? Yes
 8. How will it advance our state strategic plan? It is one of the SPOC goals.
 9. What are the financial (one-time or annual) and resource (volunteer time) implications of the proposal? No monies are taken from AAUW CA.
-
1. The changes include the addition of a nondiscrimination clause. See 1.6.3.3

Diversity

The AAUW National Tech Trek Program seeks to create a learning environment that fosters and promotes a culture of respect across identities. We welcome and value intersections of identity, including gender expression and identity, race, economic status, sex, sexuality, ethnicity, national origin, first language, religion, and ability. Please note: Placement of transgender youth is handled on a case-by-case basis, with the welfare and best interests of the child a top priority. That said, if the child is recognized by the family and school/community as a girl and lives culturally as a girl, then AAUW is an organization that can serve her in a setting that is both emotionally and physically safe.

2. The Tech Trek timeline has been changed to reflect that the Tech Trek fiscal year is July 1 – June 30 instead of the calendar year. See 1.4

The preliminary budget from Tech Trek will be due to the TT Financial Liaison by December 1 instead of September 5. The preliminary budget will be due to SPOC by December 30 instead of September 15. SPOC will submit the preliminary budget for approval to the AAUW CA BOD prior to the January meeting. The final budget will be submitted to SPOC by March 15, to be approved by the AAUW CA BOD at its April meeting. Also, in January, the AAUW CA BOD will set the camper fees for the next year with input from the TT State Coordinator and Financial Liaison.

3. The TT P & P has been edited to delete unnecessary references to SPF. See sections 1.8, 1.8.3, 4.1.3.1, and 4.4.2. SPF has been left in to allow grants to be given by corporations who legally have to give money to California entities and cannot work through National.

4. Section 2.3.3 has been deleted and replaced with the following:

Camp Treasurers shall refer to instructions in AAUW Tech Trek Toolkit for all financial procedures.

5. Delete sections 2.7.2-12 These are covered in the National Toolkit.

6. In Section 1.1.4. **Tech Trek State Coordinator** -The last clause is changed from “and reports to the AAUW CA BOD” and “reports to the AAUW CA President”. This is to match the

wording in section 4.1 that says that the TT State Coordinator is appointed by the AAUW CA President.

7. Add the following paragraph in section 3.3 **Equipment**.

The AAUW CA Board of Directors may borrow Tech Trek equipment for use at state meetings, state conventions, and meetings of the AAUW CA Board of Directors. The TT State Coordinator will be contacted by a representative of the AAUW CA Board of Directors to arrange for use of the equipment. The Board will not borrow equipment when it is needed by the camps.

Tech Trek Policies and Procedures are attached.



AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: Leadership Development

SUBMITTED BY: Cathy Foxhoven

DATE: October 1, 2016

Bullets for top priority items accomplished (including completion dates):

- Reviewed website and updated. – July 2016
- B2B and Perspective submissions. - ongoing
- Identified four possible venues for Leadership Days: - August/September - ongoing
 - Lema Ranch - Far North
 - Presbyterian Hospital - Whittier - LA
 - Cal State East Bay - East Bay/Central Coast
 - UCSB Alumni House - Santa Barbara area
- Updated Strategic Plan – August 2016
- Ongoing communications with Leadership Team and encouraging them to develop their workshops.
- Developing a conflict-resolution improvisation workshop for Leadership Days. – Jan. 2017
- Reviewed Branch Liaison's survey to branches and IBC's to further develop workshops, dates and venues – possible Feb./March dates. – September 2016

Bullets for upcoming top priority items (including target completion dates):

- Get summaries, power points, slides of workshops from leadership team – Dec. 2016
- Solidify dates/venues for leadership days – Dec. 2016

- Announce Leadership Days in January Perspective 2017 – Dec. 2016
- Will be LOL for Alameda branch in November to speak about workplace harassment.
- Finalize the presenters for the online job-alike videos – February 2017

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate):

COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

COMMITTEE:

DATE:

Category	Annual Committee Budget	YTD Expenses
Travel	\$	\$
Postage	\$	\$
Printing	\$	\$
Telephone	\$	\$
[specify other(s)]	\$	\$
Total	\$	\$0

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AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: Lobbying and Advocacy Subcommittee

SUBMITTED BY: Charmen Goehring

DATE: 9/30/2016

Bullets for top priority items accomplished (including completion dates):

- Article in B2B garnered several interested branches, reaching out to targeted others -Oct 2017
- Committee collaboration with Shannon scheduled for Oct 5 conference call

Bullets for upcoming top priority items (including target completion dates):

- First mentoring call with pilot branches Feb 2017
- Workshop potential determined Feb 2017 and executed June 2017

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate):

COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

COMMITTEE:

DATE:

Category	Annual Committee Budget	YTD Expenses
Travel	\$	\$
Postage	\$	\$
Printing	\$	\$
Telephone	\$	\$
[specify other(s)]	\$	\$
Total	\$	\$0

Note: Blank Motion Page Removed (3 of 3)

I. Build membership in AAUWCA through retention and recruitment.			
I-A Provide tools and resources to help branches recruit members for a statewide increase of 2%.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Committee to make scripted personal contact to each Branch Membership VP to introduce themselves and establish on relationship on all things membership (e.g., progress, recruitment methods, branch needs, etc.)	Membership	10/8/2016	Expected completion 10/8/16
2. Follow-up IA1 with an email containing a link to appropriate National or State pages and encourage continuing communication. Ask Branch Membership VPS to keep a tally of all new members and those not renewing.	Membership	10/8/2016	Expected completion 10/8/16 and ongoing for rapport/support
3. Send a membership article to branch newsletter editors for publication before December - coordinating with Branch Support, Leadership Development, and Program	Membership	Ongoing	Written, but not sent - planning to send soon
4. Send a monthly email to branch presidents, finance, and membership officers containing the recruitment idea of the month gleaned from the responses of branches who recruited double digits last year	Membership	Ongoing	Haven't gotten to yet
5. Create and present Diversity and Inclusion information for annual meeting	Membership/ Diversity	4/22/2017	
6. Encourage use of list of national members in each district for branch membership recruitment	Membership	Ongoing	Sent instructions to Committee on how MVPs can get the list
7. NPR PSA message available to branches for distribution.	D&M	4/1/2017	No progress made as yet. April '17 still ETA
8. Send PDFs (2 versions) of the Development and Marketing brochure.	D&M	10/1/2016	Their original plan appears impossible - other solutions being sought.

I-B Provide tools and resources to assist branches in retaining membership at 90%.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Encourage all branches to include online payment option	Membership	2/5/2017	Need to collaborate with Finance
2. Send branches information on how to obtain ADA accommodations for members with disabilities	Membership	Ongoing	Will work on through B2Bs, monthly email to branches, and article for branch newsletters (1A3 and 1A4)
3. Encourage branches to connect new members with veteran members of similar interests	Membership	Ongoing	Will work on through B2Bs, monthly email to branches, and article for branch newsletters (1A3 and 1A4)
4. Encourage branches to form interest groups specifically for younger women	Membership/ Diversity	Ongoing	Will work on through B2Bs, monthly email to branches, and article for branch newsletters (1A3 and 1A4)
5. Determine how to best measure diversity in branches/state to inform future goals	Membership/ Diversity	Jan-tentative	Ongoing
6. Develop orientation materials for branch membership VPs and direct branch membership VPs to existing materials	Membership	Ongoing	Completed through follow-up emails sent to MVPs in 1A1 and 1A2
I-C Model behaviors that enhance the visibility and appeal of AAUW.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Encourage branches to collaborate/outreach at at least one	Membership	11/15/16	Completed via Perspective article and first B2B
2. Outreach to branch Membership VPs to survey branch progress on membership growth, retention, and needs	Membership	4/15/2017	First contact with MVPs; ongoing
3. Send branches information on how to outreach via social media (e.g., LinkedIn, Twitter, Facebook, etc.)	Membership/ Communications	12/15/16	Incomplete
4. Send an article on membership retention to branch newsletter editors, coordinating with Branch Support, Leadership Development, and Programming	Membership	02/15/17	Once article written (see 1A3)

5. Initiate a catalog of interactions that will inspire and assist AAUW members to “walk the (AAUW Value Promise) talk.”	Branch Support	10/15/16	Little progress - hope to have an outline/structure defined by 10/15
6. Encourage branches to use Social Media. Be an example to the branches	D & M	ongoing	LACIC is currently using Facebook and is revitalizing its website. Looking for connection with other branches and interbranch councils to encourage them.
I-D Provide tools and resources to increase California C/U partners by 20%.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Encourage branches to collaborate on at least one event at a C/U campus	Membership/C/U	Ongoing	September B2B encouraged branches to table on campus. Future B2B and Perspective articles will encourage other event participation.
2. Create a list of community colleges that match with branch(es) and communicate to branch(es). Send link to "How to recruit a C/U partner" publication	Membership/C/U	01/15/17	This list is progressing and will be finished by the due date.
3. Create brief outline of C/U value to branch and to college	Membership/C/U	10/08/16	In progress and we would like to put it on the website when we are finished.
4. Encourage support for NCCWSL, Elect Her, SmartStart, Action Newsletter, Campus Project Grants, and Give a Grad a Gift with C/U campuses as recruitment tools for E-Student Affiliates	Membership/C/U	Ongoing	The Fall Perspective article encouraged support for NCCWSL. Other B2B and Perspective articles will encourage support for the other programs.
5. Create a Google Hangout for all parties to share ideas and issues - branches and/or C/U chairs, student organizations, and C/U partners.	Membership/C/U	10/08/16	From Tina: Since you can only have 10 people "hanging out" we do not think this can be used for C/U Coordinators or C/U partners. It could be used for student organizations as there are 12 of those organizations in California.

6. Encourage branches to sponsor student affiliate members or graduate students to attend NCCWSL.	Membership/C/U	Oct-Ongoing	Fall Perspective. The committee is attempting to reach all the partner schools that have not renewed (21 at this moment), through contacting branches and the schools, to encourage renewal. We are contacted by branches with questions and requests for support and we work with those branches as the need arises.
7. Provide a local "Give a Grad a Gift" brochure to the branches and C/U partners	D & M	01/01/17	The brochure has not been developed but tools have been created for branches. This quarter's focus will be the creation of the brochure.
I-E Increase the number of YWTF chapters to a total of 5.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Educate and inform AAUW CA membership about YWTF and the relation to AAUW branches through at least 2 Perspective articles, emails and phone calls as necessary.	YWTF	02/01/17	Article in fall Perspective, participated in conference call set up by national with members from CA and beyond, provided start up information to 2 branch members
2. Serve as a liaison to emerging YWTF chapters throughout the state, providing information about AAUW CA and branches as well as support.	YWTF	6/1/2017	Ongoing support via email with SF and Stockton Chapters, discussion with Sac State student affiliate about collaborating on chapter formation for graduates.
3. Foster collaboration between at least 5	YWTF	6/1/2017	
4. Offer physical support to emerging YWTF	YWTF	6/1/2017	
II. Develop and promote AAUWCA programs that support equity for women and girls to advance the mission of AAUW.			
II-A 20 branches will participate in Speech Trek.			
Action Items	Responsible Committee	Deadline	Oct Progress Review

1. Recruit branches through B2B and Perspective	Speech Trek	3/1/2017	16 branches are planning to participate.
2. Identify additional sponsorship	Speech Trek	4/1/2017	Shelley Mitchell continues to work on this.
II-B Increase participation in financial literacy programs by 10% (Flip, Start Smart, Money Trek, Work Smart)			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Seek grant money to support additional resource development	Program	ongoing	
2. Revise modules to make more descriptive and attractive	Program	4/1/2017	Modules examined and changes suggested. Final approval and posting in the works
3. Create new modules for retirees and widows	Program	Sept. 2017	
4. Publicize resources such as Bizkids, etc.	Program	ongoing	
II-C 20 branches will submit for mission-based program recognition.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Contact branch presidents and program chairs to encourage submissions	Program	10/01/16	B2B articles
2. Re-evaluate program of the month	Program	6/1/2017	Awaiting submissions
3. Develop guidelines for mission based programs	Program	10/01/16	Helene Carr, in process
4. Educate members on program resources	Program	ongoing	Website rewrite
II-D Each year branches will deliver 50% of their programs as mission-based.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Request schedules from branches	Program		Requested Oct B2B
2. Provide information and encourage participation in Leadership: Yesterday, Today, tomorrow	Program	ongoing	Perspective article, 2 B2B articles, conference call 9/17/16
3. Provide information on international women's issues and suggestions for programs for International Women's Day	Program	03/31/17	Sub committee researching info

II-E Present an annual meeting/convention with an overall evaluation of "good" or above and 60% of branches attending.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Set focus in consultation per P&P	Program	5/1/2017	Applicable?
2. Contact presenters and speakers	Program	8/1/2017	Not applicable.
3. Encourage branches to attend	Program	ongoing	applicable?
4. Find sponsors or receive grants to lower the cost of the Annual Meeting to a reasonable amount.	D & M	01/01/17	No progress to date but several possible sponsor have been identified.
III. Foster professional growth of new and current leaders to enable branches and the state to further the mission of AAUW.			
III-A Develop and refine branch leadership.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Develop workshops, venues & dates	Leadership	Dec. B2B, Perspective	
2. Develop Job-Alike-Just in Time Video	Leadership	June 1, 2017	
III-B Plan and conduct leadership development in a minimum of six geographically diverse regions.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Plan workshops for North, Far North, Central Coast, San Diego, LA & East N.	Leadership	12/15/2016	
2. Select venue & date	Leadership	12/15/2016	
3. Distribute and market publicity on leadership events to entities outside of AAUW.	D & M	ongoing - based on dates of Leadership Days	No leadership days have been identified.
4. Investigate possibility of CEUs for attendance at leadership days and/or state convention.	D & M	TBD	No progress to date.
5. Collect (in person when possible) IBC/branch input regarding content, format and other aspects of the training, to help develop a product of high value to the users.	Branch Support	October 15, 2016	
III-C Provide Job-Alike-Just in Time Video Tutorial for incoming officers.			

Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Identify Presenters	Leadership	10/15/16	
2. Survey Branches	Branch Support	10/15/16	Request and instructions sent to all IBC Chairs and Branch Liaisons late July/early Aug. Calls made & reminders sent early/mid Sept. To Date: 11 branches and 3 IBCs responded with data. 4 IBCs replied IBC meetings late Sept and will send data after.
3. Create Consistent Format	Kim Wilber	01/15/17	
III-D Develop leadership training that will mobilize younger members/new members to be involved.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Gather statistics of younger/newer branch members	Leadership Membership	02/01/17	Incomplete
2. Instruct branches on how to engage younger women	Leadership	on-going	
III-E Encourage leadership growth through local lobbying efforts.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Identify up to 10 branches who are interested in lobbying at the local level.	L & A Subcommittee	10/01/16	As of 9/30, 5-6 branches identified, still reaching out to additional branches
2. Mentor/educate interested branch members about lobbying and advocacy best practices through program in a box, webinars, web links, leadership day workshops.	L & A Subcommittee	02/01/17	Article in B2B garnered several interested branches, reaching out to targeted others -
3. Track progress and report to PP committee at least quarterly.	L & A Subcommittee	06/01/17	

4. Collaborate w lobbyist on strategies and procedures for involving local members in lobbying efforts.	L & A Subcommittee	10/01/16	Conference call set with Lobbyist and sub committee for Oct 5
IV. Increase donations to the AAUW Fund.			
IV-A Introduce members to fellowship and grant recipients.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Encourage fellows to present a short video of themselves and their research to post on the website.	Fund (with Web Team)	11/01/16	Fellowship recipients contacted say they're too busy or don't have access to video equipment. Committee working on videos of Fund luncheons.
2. Schedule AAUW Fund recipients to speak at branches and IBC meetings	Fund	June 2016 (ongoing)	1 recipient scheduled to speak in November. An LAF litigant scheduled to speak in January and February. 7 requests for 2017 pending.
3. Post information about Fellowship and Grant recipients studying in California in 2016-17 on AAUWCA website	Fund (with Web Team)	12/01/16	Information sent to Web team. They are waiting until the site is moved to its new home before they post it.
4. Have Fund luncheons regionally in California.	Fund	06/01/17	2 luncheons scheduled in October and 1 scheduled in February. 1 LAF luncheon scheduled in January.
IV-B Streamline the ability to donate.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Accept credit card payments			Link to National site on Fund page
2. Have a donate button on the website.		08/01/16	Link to National site on Fund page
3. Encourage CA branches to donate to the AAUW Fund as well as to AAUWCA unfinished endowments.	Fund	06/01/17	One endowment scheduled to be completed by end of October. Donations at the end of 2nd quarter exceed donations for all of 2016.
4. All board members donate to the AAUW Fund, amount at their discretion.	Fund (with Board)	12/01/16	Will have information in February if not before.
IV-C Educate members about the AAUW Fund.			
Action Items	Responsible Committee	Deadline	Oct Progress Review

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1. Increase educational materials sent to branches.	Fund	June 2017 (ongoing)	Information included in B2B and in emails to branch Fund V.P.s or anyone requesting it.
2. Educate members about the philanthropic aspects of the AAUW mission and the concept of unrestricted giving.	Fund	June 2017 (ongoing)	Information included in B2B and in emails to branch Fund V.P.s
3. Film the Fund luncheon(s) for posting on YouTube	D & M	10/01/16	
V. Advocate for legislation and policies that promote equity for all women and girls.			
V-A Advocate AAUW CA positions on pertinent legislation regarding at least 3 policy issues.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Confirm public policy priorities with member input by sending out a survey to be completed by each branch	Public Policy	Fall 2016	Oct B2B notified branches of meeting approach to reviewing and revising priorities. Dec 20, 2016 deadline. Reporting form to be sent to branches by October 10.
2. Identify, take positions, and monitor legislation in California consistent with AAUW CA public policy priorities.	Public Policy	03/31/17	This will be part of the new legislative session which begins in January 2017.
3. Use Action Alerts and social media to provide legislative information to members and to encourage members to communicate with legislators/governor.	Public Policy	ongoing	Action alerts have been issued on priority bills in August and September 2016. Shannon Smith-Crowley has issued "tweets" on several pieces of legislation in September.
4. Develop a Public Policy Brochure stating our priorities for 2017 – 2019.	Public Policy	04/01/17	The brochure will be developed and printed following the receipt of member input.
V-B Implement national voter education program in 50 branches.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Study and take positions on qualified 2016 initiatives prior to Nov election.	Public Policy		Missing due to input error of President

2. Provide branches with resource information about the November 2016 election.	Public Policy	Fall 2016	Missing due to input error of President
3. Committee members will work with Branch Support to contact IBCs and branches to offer assistance and stimulate participation in Get-Out-the Vote (GOTV) activities.	Public Policy	Fall 2016	Missing due to input error of President
4. Use Google group and other contact options to solicit reports on branch participation.	Public Policy	Fall 2016	Missing due to input error of President
V-C Observe Pay Equity Day with at least 15 branches holding events and at least 70 highlighting PED in their newsletters.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Send a pay equity insert email to all	D & M	04/01/17	
2. Provide information resources and on ways branches can support PED.	Public Policy	February March 2017	Resources will be posted on the website and the March B2B will include reference to that web page.
3. Write an article on PED for branches to use in their newsletters.	Public Policy	02/01/17	A member of the PP Committee has taken responsibility for writing the article in February to be sent to the branches in March 2017
4. Use Google group and other contact options to solicit reports on branch participation.	Public Policy	Mar-Apr 2017	PP Committee will work with the Communications Committee to set up this program. Due to the extra work for Communications in August - October, we have not begun work on this at this time.
V-D Develop and implement plan for branches to distribute new Title IX resources to public school districts in their communities			
Action Items	Responsible Committee	Deadline	Oct Progress Review

1 Work with the AAUW CA Title IX Coordinator.	Public Policy	ongoing	Sue Miller has been in contact with the Coordinator to set up a process for work on Title IX.
2. Provide information to branches on Title IX compliance requirements.	Public Policy	11/01/17	Information has been posted on the AAUW website.
3. Solicit reports from branches on their participation.	Public Policy	Spring 2017	This will take place in 2017. A process for obtaining the reports has not yet been developed.

VI. Develop governance policies and fiscal strategies to provide responsible stewardship of the resources of AAUWCA.

VI-A Determine 3 areas of controllable costs for reasonable/competitive bids annually.

Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Determine areas	Finance	10/31/16	Need to assess impact of actions by Communications Chair. Still seeking competitive bids for insurance.
2. Develop strategies/Seek competitive bids	Finance	03/31/17	
3. Adjust FY 2017/18 Budget	Finance	05/31/17	

VI-B Increase participation in MPP 10% from 2016 level.

Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Determine branches not participating	Finance	10/01/16	Completed 7/20/16
2. Contact all branches not participating with benefits of MPP	Finance	10/31/16	Subject of late September/early October call with Finance Committee
3. Follow up with the 20 branches with highest membership	Finance	12/31/16	
4. Ask National for MPP participants	Finance	03/31/17	
5. Assess steps for next year	Finance	06/30/17	

VI-C Evaluate policies and procedures for state projects as necessary.

Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Revise TT P & P, taking out unnecessary references to SPF.	SPOC	10/01/16	Complete – September 2016
2. Update TT P & P with an anti-discrimination section	SPOC	10/01/16	Complete – September 2016

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3. Develop a model for interviewing TT girls	SPOC	01/01/17	in progress
4. Finish ADA training video		04/01/17	in progress
5. Develop guidelines to evaluate dorm moms, teachers, classes and overall camp programs	SPOC	04/01/17	in progress
6. Send TT and ST P & P to branches	SPOC	10/01/16	delayed due to update of TT P&P – December 2016
7. 20 branches will participate in Speech Trek	SPOC	01/01/17	16 currently
8. Research alternate funding for Speech Trek	SPOC	01/01/17	Shelley Mitchell is working on this
9. Procure policy and procedure documents for state projects and review for compliance with state general policies and procedures	Governance	04/01/17	
VI-D Establish new state projects.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Develop a policy and a form that branches can use to submit proposals for new project grants	SPOC	04/01/17	Complete – September 2016
VI-E Assure that all AAUW CA governance documents are aligned with mandatory National AAUW wording and State of California corporate regulations for non-profit entities.			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Bring Articles of Incorporation and Bylaws into alignment with required wording for a PUBLIC BENEFIT CORPORATION.	Governance	Dec 31st 2016 when full membership vote not required. May 21st 2017 for items requiring full membership vote	In process, pending Oct. discussion with legal representation with National.
2. Review all policies and procedures for AAUW CA for compliance and continuity	Governance	05/01/17	In process. May 21, 2017 for any items requiring a full membership vote
3. If required, manage the communications to the general membership for a required vote on the change in the Articles of Incorporation.	Governance	05/31/17	

4. Prepare recommendations for future revisions to bylaws.	Governance	04/01/17	
5. Review the list of branch documents on file with National to id those that pose problems	Governance	10/01/16	Will be completed by 10/31/16
6. Contact those branches whose governance documents are not in compliance and assist them in bringing their documents into compliance.	Governance	03/31/17	
7. Upon completion of action items 1 & 2 confer with National to assure that all AAUW-CA branch documents on file at the close of the AAUW year are in full compliance.	Governance	06/15/17	
VII. Support branches, board, and committees communication needs through efficient use of technology and available staff resources.			
VII-A Acknowledge all communication requests within 1 business day indicating who the request is assigned to and			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Develop roles and responsibilities for communication team members for processing requests	Communications	09/30/16	In progress. Will be finalized with website migration.
2. Develop request process	Communications	09/30/16	Complete. Will continue to use webteam email process.
3. Develop capability to track and respond to requests	Communications	09/30/16	Complete. Tracking form initiated.
4. Develop posting guidelines for AAUW - CA website posting	Communications	09/30/16	Deferred until after website in production.
5. Develop roles and guidelines for posting to social media sites (website, Facebook, Twitter etc) including appropriate content and style guides	Communications	04/01/17	
VII-B Implement website redesign to resolve unsupported server technology			
Action Items	Responsible Committee	Deadline	Oct Progress Review

1. Submit proposal for website redesign	Communications	August 1, 2016	Complete. Proposal submitted and approved at July BOD meeting
2. Survey Branch Leadership and Board members on website. B2B recipient's, Full Board	Communications	August 1, 2016	Complete. Proposal submitted and approved at July BOD meeting.
3. In conjunction with Web consultant, create and manage project plan	Communications	08/15/16	Complete. Project initiated.
4. Implement website redesign	Communications	09/30/16	In progress. Anticipated delivery October 2016.
VII-C Maximize use of Google for Business			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Evaluate use of alias model for emails	Communications	08/01/16	Complete. Reviewed all aliases and removed unneeded addresses.
2. Evaluate use of groups for effective communication across organization	Communications	08/01/16	Complete. Reviewed all groups and resolved issues with newsletter groups.
3. Evaluate use of related tools such as hangouts, and drive	Communications	04/01/17	
4. Investigate Google grants for free advertising on their site.	D & M	04/01/17	No progress to date.
VII-D Engage IBCs, branches and the board in determining communication needs and submitting content for publications and online presence			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Survey IBCs, branches and board leadership to determine communication needs	Communications	01/31/17	
2. Create an action plan in response to survey	Communications	02/28/17	
3. Develop mechanism to solicit contributions to Board to Board	Communications	10/01/16	Complete. Initiated reminder system to encourage submissions.
4. Create list of publication dates for use by communications team	Communications	09/01/16	Complete. Posted to website calendar.

5. Identify editing team participants and develop a procedure for document review	Communications	08/15/16	Complete.
6. Develop process to solicit content to keep website fresh.	Communications	03/31/17	
VII-E Develop a records retention and document access policy (broader than the website) and apply to website			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Categorize types of information displayed on website	Communications	10/01/16	Complete. Only sensitive documents will require password protection.
2. Recommend security process for website	Communications	10/01/16	In progress. Will be communicated to Board at October meeting
3. Incorporate access process in website redesign	Communications	10/01/16	Complete. Only sensitive documents will require password protection.
VII-F Inform branch and state leadership of available communications tools			
Action Items	Responsible Committee	Deadline	Oct Progress Review
1. Develop reference guide to state and national communications tools and include in fall admin packet	Communications	08/20/16	Complete. Included in packet
2. Develop educational materials about available communications mechanisms and how to make the most of them.	Communications	12/31/16	