



January 2017
Board Meeting Packet

January 21-22, 2017

The Bay Club Hotel & Marina
2131 Shelter Island Dr
San Diego, CA 92106

Direct: 619-224-8888 www.bayclubhotel.com



BOARD MEETING AGENDA
January 21, 2017, 1:00 p.m.
January 22, 2017, 9:00 a.m.

REVISED

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. Lunch (1:00 – 1:30)

- II. Welcome/Roll Call (5 minutes)

- III. Consent Agenda (5 minutes)
 - A. Minutes October 15-16, 2016
 - B. Minutes November 29, 2016
 - C. Appointment for Convention Manager 2018

- IV. Board Reports (1:40 – 5:30)
 - A. President – Donna Mertens (10 minutes) Pg 14
 - B. Governance – Sue Cochran (30 minutes) Pg 25
 - C. SPOC – Jane Neiemier (20 minutes) Pg 35
 - D. AAUW Fund – Sharon Westafer (5 minutes) Pg 15
 - E. Branch Support – Ainsley Nies (5 minutes) Pg 16
 - F. Communications – Sandi Gabe (5 minutes) Pg 18
 - G. Development & Marketing – Deanna Arthur (5 minutes)
Pg 19
 - H. Finance – Pat Ferrer (30 minutes) Pg 20
 - I. Leadership Development – Cathy Foxhoven (20 minutes)
We need to set the price for the Leadership Days Pg 29

- J. Membership – Alex Bellenger (5 minutes) Pg 30
- K. Program – Lynne Batchelor (5 minutes) Pg 32
- L. Public Policy – Nancy Mahr (5 minutes) Pg 33
- M. YWTF – Charmen Goehring (5 minutes) Pg 43

V. Board Training (15 minutes)

A. Roles & Responsibilities Sue Cochran-Board Trainer

VI. Convention 2018 – Kathleen Doty (60 minutes) Pg 44

We need to discuss the purpose of convention as well as the viability of Convention 2018

VII. Annual Meeting (30 minutes)

We need to finalize all the details of the Annual Meeting

VIII. Discuss Open Issues (60 minutes)



**AAUW CA Board of Directors
Regular Meeting Minutes
Hyatt House, San Jose
October 15, 2016**

Attendance:

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

Annsley Nies
Sharon Westafer

Non-voting:

Sue Cochran, Governance (Saturday morning only)
Dawn Johnson, Parliamentarian
Janice Lee, Meetings Planner
Jean Simutis, Nominations and Elections (Saturday afternoon only)

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

There was a welcome and check in. Everyone in attendance shared a favorite AAUW moment since July. Committee reports were read prior to the meeting.

President's Update:

President Mertens discussed the Solo case. In the future, the timeline will include a pre-settlement conference and if that fails, then depositions will be taken if necessary before the trial starts.

Motion #41 Nancy Mahr moved to accept the agenda as presented. Motion #41 passed.

Motion #42 Cathy Foxhoven moved to accept the consent agenda which includes the electronic vote minutes, appointments and the board reports without action items with the exception of the July 16 draft board minutes. Motion #42 passed.

Motion #43 Charmen Goehring moved to approve the minutes with Motion #30 being corrected. Motion #43 passed.

Old Business

Donna began a discussion on Motion 18.

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 #18 passed.

Motion #44 Charmen Goehring moved that we assign the discussion of Policy 501 to the Governance Committee for discussion and rewrite. Motion #43 passed.

EEOC Letter – The letter was sent to the EEOC on 10/1/16.

Leader on Loan information was included in the Admin. Packet.

There was a break at 10:50. The meeting resumed at 11:05.

The two (2) SPOC items were moved to later in the agenda.

Janice Lee gave us an update on the weekend meal arrangements.

Pat asked all of us to cash checks from AAUW-CA quickly, Please send a voucher for or at least send an email regarding the use of conference calls. Pat went over how to fill out the voucher. Without objection, the financial report was accepted and filed for audit.

Pat Ferrer presented the financial reports.

There was a discussion regarding Tech Trek’s use of the AAUW-CA credit card for the rental of a storage space for Whittier and Irvine camps.

The convention account was meant for self-insurance. It was not intended to cover losses from convention.

Pat announced the CPAs will be in the office November 8th and 9th. This date will not work due to a major Governance meeting in the state office so it will have to be rescheduled.

Reports and Action Items

Governance: Sue Cochran addressed the governance issues. There is a current moratorium on all by-laws changes. Corporate law has to be incorporated into the changes for the California by-laws.

An appeal will be filed with the California Attorney General to declare us a public benefit versus a mutual benefit corporation. Please direct all inquiries to Sue Cochran directly.

There are no longer satellite branches. The piece needs to be addressed and announced to all the California branches.

All branch by-laws are being taken down from the state website. All branch by-laws have to be uploaded into the MSD (Member Services Database) on the National website.

There will be an education piece on what every branch president should have for governance documents.

There has been a huge shake-up at National. Linda Hallman, Jill Birdwhistle and more have left the National office. Mark Hopkins is acting CEO. The plan is to have a new CEO in place by the National Convention.

The meeting broke for lunch at Noon.

The meeting resumed at 1:06 P.M.

Motion #45 Patricia Ferrer moved the second sentence of the July 15-17, 2016 draft minutes of the Board of Directors meeting re: the Solo Case be revised – the second sentence to say: A motion to dismiss one charge has been filed. Motion #45 passed.

Nominations and Elections: Jean Simutis announced the CFO, President-Elect and enough people to fill out the director positions in the upcoming elections. The number of directors needed will depend on the outcome of the election.

December 8 is the soft deadline for nominations.

Communications – Sandi Gabe reminded the board the website is not a file cabinet. Googledocs is now the repository for all the older documents.

Sandi did a walkthrough on the new website. Communications is trying to make it less dense, more visual with more white space.

Monday, October 17, 2016, the new website will go live. The webteam has access to the old site.

The hero picture on the website will change quarterly.

Please give Sandi locations when asking for updates and changes to the website.

There will be an opportunity to subscribe for updates.

Sandi and her team were thanked profusely for their tireless work.

MOTION 46 Lynne Batchelor moved that the Board direct the committee to move the new website to live status on Monday, October 17, 2016. The motion was adopted.

PUBLIC POLICY:

Nancy Mahr addressed the board. Seven of the 13 bills that AAUW-CA presented in their Public Policy have been chaptered. One bill was vetoed.

Title IX Coalition – The coalition met with the California Board of Education. Some recommendations will be made so the proper questions can be asked when branch members visit their local Title IX representatives.

MOTION 47 Nancy Mahr moved by direction of the Public Policy Committee that AAUW-CA join the Title IX coalition as an official member. The motion was adopted.

MOTION #48 Nancy Mahr moved by direction of the Public Policy Committee to amend the strategic plan by moving the “Gender Equity in Education” coordinator from Program to Public Policy. The motion was adopted.

There was a break at 2:25 P.M.

The meeting resumed at 2:45 P.M.

The state received a life insurance policy bequest of \$25,934.34 from Friedel U. Volz, a former member of the San Jose Branch.

Please email Pat Ferrer with suggestions for the use of this bequest.

State Projects Oversight Committee: Jane Niemeier brought up the use Tech Trek equipment. This is a left over discussion from the prior board member meeting.

Jane suggested that SPOC remove the discussion of the use of the Tech Trek Equipment for the time being.

MOTION #49 – Jane Niemeier moved at 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).

A spirited discussion followed.

MOTION #50 - Deanna Arthur moved to table Motion #49. The motion was adopted.

Discussion continued on the state project.

Annual Meeting

We have 2 hours for the annual meeting on Saturday morning. Discussion ensued. It was suggested to “Livestream” the meeting. Reservations will be taken for the meeting. Eventbrite only charges a fee when there is a charge collected by the organization. We can have members

register for the meeting only at no charge. We have to vacate the room by 3 P.M. as there is a wedding following the Speech Trek competition. Reminder - The annual meeting is held to comply with the California corporate regulations.

Donna recapped the agenda of the annual meeting: 9-noon – includes the annual meeting and open space discussion: 12:30-2:30 includes lunch and the Speech Trek event.

There is a limit of 80 people for lunch on April 22, 2017. Remind members that need to register early to assure a lunch,

State named gift honorees and program honorees will be announced during the judging time of Speech Trek.

President Donna Mertens will write the Perspective articles.

We will start at 9:00 tomorrow morning. The meeting was recessed at 4:35P.M.

The meeting resumed at 9:00 AM on Sunday morning.

Donna welcomed us to the day's work.

MOTION #51 – Alex Bellenger moved that the Board of Directors approve the appointment of an Annual Meeting Task Force consisting of Ainsley Nies, Lynne Batchelor, Cathy Foxhoven with the assistance of Janice Lee and other board members and committees as necessary to organize the April 2017 Annual Meeting, including the schedule, program, meal charges, advertising, logistics, etc. Details to be presented to the State President by December 1st. The motion passed.

MOTION #52 – Alex Bellenger moved that the April 2017 Annual Meeting Task Force determine a budget which will meet the \$4,000.00 hotel minimum catering charges for the Board of Directors' meals plus a break-even meal fee for those attending the Speech Trek luncheon, Attendees of the Annual Meeting only or the Speech Trek presentations only without lunch are not to be charged. The motion was adopted.

MOTION #53 – Jane moved to untable Motion #49. The motion passed.

MOTION #49 – Jane Niemeier moved at 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). The motion was defeated.

MOTION #54 Jane Niemeier moved the board approve a new state project process as set forth in the application form to be developed by SPOC. The motion passed.

MOTION #55 Jane Niemeier moved that the board allocate up to \$2000.00 to fund the newly

approved state projects over the next two years: 2016-2018. The funding is to come from the Restricted Projects Fund. The motion passed.

Donna moved on to the additional report portion of the agenda.

Cathy Foxhoven discussed Leadership Development Day. Cathy would like to have a panel set up to instruct out members on the LGBTQ community. Education of our members is important to keep us viable.

Sandi Gabe asked what the panel discussion would cover. Cathy will report back on the details. Several locations have already been identified (PIH – Whittier and Lee House – Redding)

Job a like training will be handled via video.

Lobbying and Advocacy: Charmen Goehring reported that seven (7) branches are committed to being part of the pilot project. Shannon Smith-Crowley is very excited about the assistance of branch members. How to Lobby; How to Write a Letter to the Editor; and a Capitol Tour in December are planned. Wait to go in to meet your local staff until the new legislation becomes active in the spring. Sue, Shannon and Charmen are meeting on November 9th.

Strategic Plan : It will be found under California Business then Governance on the website. The new password is aauwca. The board reports are in Google docs not on the website. Please update all portions of the strategic plan as it relates to each board member.

Convention update: Janice Lee reported that alternate venue was researched. All the downtown Long Beach hotels are too expensive. Universities/college campuses were discussed. We will take a survey to find out why members are not attending convention. A survey would cost approximately \$125 as we would have to use mail chimp.

A convention manager needs to be appointed.

A hearty discussion ensued regarding many aspects of the convention.

Motion #56 Charmen Goehring moved to create and finance a survey to all members to determine convention preferences to aid in the planning of the 2018 convention. The survey amount is not to exceed \$200.00 from the Convention Fund. The motion was adopted.

President's Comments – The president discussed the proposed cost of our legal representation regarding the “mutual benefit” versus “public benefit” position for our corporation.

Motion #57 Lynne Batchelor moved that the board approve the president to review our options for representation in the mutual benefit legal issue and enter into an agreement for representation. The motion was adopted.

Donna discussed the advance given to the office manager. Donna also discussed the necessity of

approving the personnel policies.

Donna discussed the office manager's anniversary date. The local Sacramento branch has helped Kim with some of the office duties.

Donna spoke about the quarterly reports. How could it hold more information beyond the questions that are asked on the report.

It was suggested that we use the last hour on Saturday for an open conversation so the board can share. "Where I need help?" "How can I help?"

Sandi asked about the usefulness of the board packet. She had suggestions regarding the scaling down of the packet. Deletion of blank pages would drop the size of the packet.

Donna asked that we focus January board reports on how you are going to measure your progress on completion of items on the report. The strategic plan will be updated after the January board meeting.

The meeting was adjourned by Donna Mertens at 11:48AM.

Signed,

Deanna Arthur, AAUW CA Secretary



**AAUW CA BOARD OF DIRECTORS
Conference Call Meeting
November 29, 2016**

Attendance:

Donna Mertens, President
Jane Niemeier, Vice President
Patricia Ferrer CFO
Deanna Arthur, Secretary

Alex Bellenger
Lynne Batchekor
Cathy Foxhoven
Charmen Goehring
Sandi Gabe
Ainsley Nies

Non-Voting:

Janice Lee
Dawn Johnson, Parliamentarian

Absent:

Nancy Mahr
Sharon Westafer

Donna Mertens called the meeting to order at 7:02 p.m.

She moved us to the agenda.

Motion # 59 Cathy Foxhoven moved that the BOD agree to renew the current lease for space in the Sierra Health Foundation Innovation Center for 3 years. **PASSED**

Discussion ensued. The square foot cost was investigated and was found to be competitive. We may have to look at other options for meeting spaces or have more of our meetings at the office in Sacramento in the future. It is more professional to have an office for our 14,000 members to use. We need a fixed location.

MOTION #59 Jane Niemeier moved that the BOD approve the donation from Friedel Volz of \$25,934.34 be sent to the AAUW Fund at National and be designated for the Marie & Helen Salandra/Friedel Volz Research and Projects Grant and that the transfer be made before December 31, 2016. **PASSED**

There was confusion about why the Volz donation should be sent to National. Based on conversations Donna Mertens had with the Volz branch and since the check was made out to AAUW and not AAUW-CA, it was perceived that the life insurance proceeds of Volz were meant for the AAUW Fund. There was much discussion and clarification. The Salandra sisters Trust will be sending a check for a \$40,000.00 bequest to the AAUW Fund. There was also discussion regarding National's push for unrestricted funds. This was clearly not the intent of the Salandra sisters who believed they left enough in their bequest to cover the cost of a Research and Projects Grant.

Convention survey results

Sandi Gabe reported on the results: National speakers, close to home and low cost were the big winners.

Sandi Gabe felt that the question raised as a result of the survey was "What is the purpose of convention?"

Donna will invite Kathleen Doty, Convention Manager to the January board meeting. Donna also asked Sandi send the results of the survey to Kathleen. The January BOD agenda will include a discussion on the purpose of the convention and to give direction to the convention staff.

Cathy Foxhoven congratulated Sandi Gabe on the work done on the convention survey.

The Annual Meeting Task Force Updates

Lynne Batchelor quickly went over her report and had three (3) areas where she requested board input: pricing, theme, and timeline

The pricing concerns were should there be a 2 tier pricing system: \$75 for a full day and \$40 for Speech Trek only. The meeting task force committee was concerned that the cost of the luncheon not be more than the members were willing to spend.

The theme question concerned how to market the event to our members. Several ideas such as "making connections", "Birds of a Feather", "Flocking Together" and "Connection Junction" were all given as possible themes.

Donna suggested that the annual meeting task force have another meeting and get the results to her as soon as possible since the deadline for the Perspective Articles is December 15, 2016.

The task force asked for help to name the modified open space activity. Ainsley is looking for people to make connection. Please send name possibilities to Donna Mertens for the conference call of the Annual Meeting Task Force,

Donna moved us on the agenda.

Christmas Gifts for the staff were discussed. It was a consensus to give Kim \$100 as a gift as in previous years. Shannon was discussed but since she is now part of a firm it seemed reasonable to discontinue the gift,

The meeting was adjourned at 8:19 p.m.

Signed,

Deanna Arthur
AAUW CA Secretary



Appointments 2016-17

Kathleen Doty – Convention 2018 Manager

Board Report: President

Chair: Donna Mertens

Updates not included in Strategic Plan:

- October Action Item-Kathleen Doty to be approved at Convention Manager for 2018 convention.
- October Action Item-November conference call discussed "windfall" options and the money was sent to AAUW Fund to open a new endowment
- October Action Item-board policy on use of the state credit card will be submitted to the Governance Committee for review.
- October travel-Attended Northern and Southern Fund Luncheons.
- November travel-Traveled to Sacramento to deliver employee evaluation, Negotiated lease extension on office for three years-requested additional time to vacate if notified, Attended TT annual directors/treasurers meeting.
- December travel-Attended 75th anniversary of Hayward-Castro Valley Branch, Received subpoena for records in Solo case, and worked with Rozanne Child to procure said records.

Items for Board Discussion:

- I would like to discuss the new format and what should be included in the board reports.

Motions

- None submitted.



January 2017 Quarterly Committee Report

Committee Name: AAUW Fund

Chair: Sharon Westafer

Updates not included in Strategic Plan:

- 3rd Quarter branch contribution reports distributed to CA branches (11/16)
- Worked with several branches to correct errors on donation reports (12:16)
- Answered numerous inquiries regarding Named Gift nominations, unfinished endowments and donation reports (Ongoing)
- Worked with family to establish endowment in branch member's name, the Jean Aldrich/Long Beach branch American Endowment completed 12/16.

Items for Board Discussion:

- None.

Motions

- None submitted.

Committee Name: Branch Support

Chair: Ainsley Nies

Updates not included in Strategic Plan:

COMMITTEE ACTIVITIES:

Top Priority Items accomplished (including completion dates):

- In-Person Visits – Q2 objective 3 visits
 - Attended Humboldt branch meeting Nov. 4
 - Attended Santa Cruz County Holiday Luncheon Dec. 3
- Communication to Branch Support Comm. (IBC Chairs & Branch Liaisons)
- Q2 objective – 2 issues of Branch Support News
 - Current issue sent Dec. 2
- Communication as Branch Liaison –
- Q2 objective - 1 Branch Liaison communication per area
 - Sent various Branch Support News items to North and South San Joaquin and Lake Tahoe branch leaders; requested again possible times to meet (no response to last request) Dec 5
 - Responded to 6 Branch Requests/Questions (all Q&A added to Branch Support News)
- B2B December – How to share branch newsletters on Google

Upcoming Top Priority Items (including target completion dates):

- Leverage Leadership Development Training (as training occurs)
 - Share ideas from Branch Support News as appropriate
 - Gather possible new ideas for Branch Support News
 - Share contact information when common branch concerns noted
- In-Person Visits – Q3 objective 3 visits
 - Meet with San Francisco YWTF President early Jan.
 - Attend San Francisco-San Mateo IBC meeting Feb. 11
 - Attend Monterey Bay IBC meeting Feb. 25
 - 1 visit as Branch Liaison to a branch in either the Tahoe/Truckee, North San Joaquin or South San Joaquin
- Communication to Branch Support Comm. (IBC Chairs & Branch Liaisons)
- Q3 objective - 2 issues Branch Support News
 - Communication as Branch Liaison (Tahoe/Truckee, North San Joaquin, South San Joaquin) –
- Q3 objective - 1 Branch Liaison communication per area

OTHER DIRECTOR ACTIVITIES:

- Reviewed/provided feedback on Sandi Gabe's conference survey results and attended several survey phone conferences.
- Attended several phone conferences to plan the annual meeting and worked on sponsor recruiting with Cathy Foxhoven.
- Investigated options for an alternative to Open Space for the Annual Meeting; created a framework for the alternative.
- Developed outline for a leadership development training class I'll be delivering and met with Cathy Foxhoven to review.



January 2017 Quarterly Committee Report

Items for Board Discussion:

- None.

Motions

- None submitted.



January 2017 Quarterly Committee Report

Committee Name: Communications

Chair: Sandi Gabe

Updates not included in Strategic Plan:

- Created and tallied Convention Survey
- Created California Perspective Survey
- Created Frequently used emails to website
- Worked with Indrani on International website updates
- Added “beacon” to website to allow submission of calendar requests, and articles
- Added way to submit change requests to website
- Tested Asana project management tool. Determined not to use.
- Tested and implemented HelpScout for task management.
- Tested and migrated to updated Branch Officer Report
- Contacted 108 branches with members whose emails failed from California Perspective Delivery. 23 responded.
- Handled 77 requests for assistance.
- Began evaluation of alternative email process for Board to Board as the current editor has many limitations and results in inconsistent formatting.

Items for Board Discussion:

- None

Motions

- None submitted.



January 2017 Quarterly Committee Report

Committee Name: Development and Marketing

Chair: Deanna Arthur

Updates not included in Strategic Plan:

- Development and Marketing Brochure posted to the website. (Thank you Sandi Gabe)
- Draft brochure for Give a Grad a gift ready for January BOD meeting.
- January Conference Call Meeting to be scheduled for January '17.
- Free Google Advertising further investigated by Sandi Gabe- We must be a 501(c)(3).
- Sponsorship letters for the annual meeting will be mailed and/or personal contacts will be made.

Items for Board Discussion:

- None at this time.

Motions

- None submitted.



January 2017 Quarterly Committee Report

Committee Name: Finance

Chair: Pat Ferrer

Updates not included in Strategic Plan:

- None

Items for Board Discussion:

- 2017 Budget update will be discussed at the BOD meeting. Proposed final budget update will be provided to BOD by January 16, 2017.

Motions

Motion 1: The Finance Committee recommends that the Updated Budget be approved as submitted.

Motion 1 Description:

- Our policies and procedures require a mid-year look at our budget. If needed, a recommended adjusted budget will be provided to the BOD at the January 2017 meeting. Recommended budget will be provided to the BOD NLT 01/16/2017.

AAUW CA

Budgets vs Actuals FY 16 17

July 2016 - June 2017

| | Actual | Budget | Total over Budget | Remaining | % of Budget |
|---------------------------------|----------------------|----------------------|----------------------|---------------------|---------------|
| Revenue | | | | | |
| Convention Income | | 2,000.00 | -2,000.00 | 2,000.00 | 0.00% |
| Funds Assessment | 6,605.00 | 6,300.00 | 305.00 | -305.00 | 104.84% |
| Funds Luncheon Income | 9,312.64 | 9,000.00 | 312.64 | -312.64 | 103.47% |
| Total Insurance Income | \$ 46,042.00 | \$ 50,000.00 | -\$ 3,958.00 | \$ 3,958.00 | 92.08% |
| Interest Income | 4.87 | 0.00 | 4.87 | -4.87 | |
| Leadership Days Income | | 1,500.00 | -1,500.00 | 1,500.00 | 0.00% |
| Total Membership Income | \$ 210,337.00 | \$ 214,000.00 | -\$ 3,663.00 | \$ 3,663.00 | 98.29% |
| Uncategorized Revenue | | 15,000.00 | -15,000.00 | 15,000.00 | 0.00% |
| Total Revenue | \$ 272,301.51 | \$ 297,800.00 | -\$ 25,498.49 | \$ 25,498.49 | 91.44% |
| Gross Profit | \$ 272,301.51 | \$ 297,800.00 | -\$ 25,498.49 | \$ 25,498.49 | 91.44% |
| Expenditures | | | | | |
| Assesments - Funds | \$ 7,553.28 | \$ 6,260.00 | \$ 1,293.28 | \$ (1,293.28) | 120.66% |
| 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 | 239.43 | 1,500.00 | -1,260.57 | 1,260.57 | 15.96% |
| Communication | 519.80 | 500.00 | 19.80 | -19.80 | 103.96% |
| Executive Committee | 10.83 | 150.00 | -139.17 | 139.17 | 7.22% |
| Finance | 3.58 | 50.00 | -46.42 | 46.42 | 7.16% |
| Funds | 183.50 | 600.00 | -416.50 | 416.50 | 30.58% |
| 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 | 74.63 | 500.00 | -425.37 | 425.37 | 14.93% |
| Public Policy | 294.86 | 5,000.00 | -4,705.14 | 4,705.14 | 5.90% |
| State Project Oversight | 52.54 | 500.00 | -447.46 | 447.46 | 10.51% |
| Young Women's Task Force (YWTF) | | 300.00 | -300.00 | 300.00 | 0.00% |
| Total Committee Expenses | \$ 1,385.57 | \$ 11,300.00 | -\$ 9,914.43 | \$ 9,914.43 | 12.26% |
| Convention Fees | | 4,400.00 | -4,400.00 | 4,400.00 | 0.00% |
| Convention/Annual Mtg Expenses | -20.00 | 2,000.00 | -2,020.00 | 2,020.00 | -1.00% |
| 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 | 770.39 | 3,000.00 | -2,229.61 | 2,229.61 | 25.68% |
| Funds Luncheon Expenses | 7,885.36 | 9,000.00 | -1,114.64 | 1,114.64 | 87.62% |
| 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 | 34,521.46 | 60,000.00 | -25,478.54 | 25,478.54 | 57.54% |

| | | | | | |
|-------------------------------|----------------------|----------------------|-----------------------|----------------------|---------------|
| Miscellaneous Exp | 1,405.10 | 250.00 | 1,155.10 | -1,155.10 | 562.04% |
| Total Payroll Expenses | \$ 15,347.33 | \$ 32,100.00 | -\$ 16,752.67 | \$ 16,752.67 | 47.81% |
| Permits & Fees | | 105.00 | -105.00 | 105.00 | 0.00% |
| Postage & Shipping | 10,268.54 | 10,000.00 | 268.54 | -268.54 | 102.69% |
| President's Travel | 2,667.86 | 3,000.00 | -332.14 | 332.14 | 88.93% |
| Printing and Copies | 5,299.93 | 15,000.00 | -9,700.07 | 9,700.07 | 35.33% |
| Rent Expense | 4,739.86 | 8,700.00 | -3,960.14 | 3,960.14 | 54.48% |
| Repairs and Maintenance | | 100.00 | -100.00 | 100.00 | 0.00% |
| Storage | 672.00 | 1,344.00 | -672.00 | 672.00 | 50.00% |
| Supplies | 734.47 | 2,000.00 | -1,265.53 | 1,265.53 | 36.72% |
| Taxes | | 150.00 | -150.00 | 150.00 | 0.00% |
| Telephone | 329.00 | 564.00 | -235.00 | 235.00 | 58.33% |
| 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 | 2,022.90 | 5,000.00 | -2,977.10 | 2,977.10 | 40.46% |
| July BOD | 17,935.44 | 24,550.00 | -6,614.56 | 6,614.56 | 73.06% |
| New Board Retreat | 0.00 | 6,500.00 | -6,500.00 | 6,500.00 | 0.00% |
| October BOD | 7,313.53 | 7,500.00 | -186.47 | 186.47 | 97.51% |
| Total Travel | \$ 29,473.26 | \$ 51,550.00 | -\$ 22,076.74 | \$ 22,076.74 | 57.17% |
| Uncategorized Expenses | | 1,477.00 | -1,477.00 | 1,477.00 | 0.00% |
| Web | 8,575.00 | 10,000.00 | -1,425.00 | 1,425.00 | 85.75% |
| Workers Comp Insurance | 774.61 | 400.00 | 374.61 | -374.61 | 193.65% |
| Total Expenditures | \$ 177,993.52 | \$ 297,800.00 | -\$ 119,806.48 | \$ 119,806.48 | 59.77% |
| Net Operating Revenue | \$ 94,307.99 | \$ 0.00 | \$ 94,307.99 | -\$ 94,307.99 | |

Investment Revenue and Expense

| | Actuals Through 12/31/16 |
|---------------------------------|--------------------------------|
| Investment Revenue | |
| Dividend Income | \$ 6,205.43 |
| Realized Gain/Loss Investments | -1,644.24 |
| Unrealized Gains | 12,562.30 |
| Unrealized Losses | -9,870.54 |
| Total Other Revenue | \$ 7,252.95 |
| Investment Expenditures | |
| Management Fees | \$ 1,656.20 |
| Total Other Expenditures | \$ 1,656.20 |
| Net Other Revenue | \$ 5,596.75 |

AAUW CA
Statement of Financial Position
As of December 31, 2016

| | <u>Total</u> |
|-----------------------------------|----------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Petty Cash | \$ 64.00 |
| UBS KH 15181 (Checking) | 106,080.55 |
| UBS SJ 15166 (Rest Ops) | |
| Cash | 9,469.59 |
| Exchange Traded Products | 13,981.87 |
| Fixed Income | 68,975.94 |
| Mutual Funds | 66,736.23 |
| Total UBS SJ 15166 (Rest Ops) | \$ 159,163.63 |
| UBS SJ 15169 (Rest Project) | |
| Cash | 6,169.52 |
| Exchange Traded Products | 10,586.39 |
| Fixed Income | 52,385.17 |
| Mutual Funds | 51,099.60 |
| Total UBS SJ 15169 (Rest Project) | \$ 120,240.68 |
| UBS SJ 15170 (Conv/Conf) | |
| Convention Checking | 19,821.54 |
| Fixed Income Fund | 31,508.10 |
| Total UBS SJ 15170 (Conv/Conf) | \$ 51,329.64 |
| Total Bank Accounts | \$ 436,878.50 |
| Accounts Receivable | |
| Accounts Receivable | 3,835.03 |
| Speech Trek Receivable | -437.08 |
| Total Accounts Receivable | \$ 3,397.95 |
| Other Current Assets | |
| Payroll Advance | 1,400.00 |
| Rent Deposit | 396.00 |
| Tech Trek Advance | -231.42 |
| Total Other Current Assets | \$ 1,564.58 |
| Total Current Assets | \$ 441,841.03 |
| Fixed Assets | |
| Accumulated Depreciation | -2,888.20 |
| Furniture and Equipment | 4,007.98 |
| Total Fixed Assets | \$ 1,119.78 |
| TOTAL ASSETS | \$ 442,960.81 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Credit Cards | |

| | | |
|---------------------------------|----|------------|
| UBS VISA Credit Card | \$ | 477.29 |
| Total Credit Cards | \$ | 477.29 |
| Other Current Liabilities | | |
| Deferred Dues | | 0.00 |
| Total Other Current Liabilities | \$ | 0.00 |
| Total Current Liabilities | \$ | 477.29 |
| Total Liabilities | \$ | 477.29 |
| Equity | | |
| Change in Investments | | -4,276.57 |
| Designated Net Assets | | 0.00 |
| Conf and Conv | | 27,268.00 |
| Total Designated Net Assets | \$ | 27,268.00 |
| Retained Earnings | | 62,144.31 |
| Unrestricted Net Assets | | 257,800.84 |
| Net Revenue | | 99,546.94 |
| Total Equity | \$ | 442,483.52 |
| TOTAL LIABILITIES AND EQUITY | \$ | 442,960.81 |

Committee Name: Governance

Chair: Sue Cochran

Updates not included in Strategic Plan:

- Moratorium still in place for changes to branch bylaws due to issues within the state. Will be working on this piece after January.
- Greatest share of time has been spent procuring copies of Branch Articles of Incorporation for Incorporated Branches to ID any problems within the branches regarding mutual benefit v. public benefit. No problems ID'd at this time and we are moving forward. Committee members saved AAUW CA big \$\$'s by procuring this data and not having the paralegal in the attorney's office procure them for the CA SOS office, which would have involved billable hours and fees to the SOS for each copy of a branch's articles.
- Have obtained all records pertaining to the actions causing the "mutual benefit" issue to arise and have them available for the attorney if the need should arise.
- Will be spending time in the near future reviewing our permanent records on file in Sacramento and assuring that they are indexed and easily referenced in the future..... this is a project for mild weather as most are in storage.

Items for Board Discussion:

- Board members have identified a couple of spelling and grammar/punctuation (editorial) errors in P&P's that will be corrected following the January Board meeting. Any additional corrections should be to the Governance Committee Chair no later than February 10th.

Motions

Motion 1: Incorporation of the AAUW CA Personnel Policies as an addendum to the AAUW CA Policies and Procedures

Motion 1 Description:

- This would put all policies under one umbrella and allow for easy reference. They would still remain under the oversight of the President/Executive Committee.
- No fiscal or resource impact.

Motion 2: Remove current TT Policies and Procedures and Replace with Revised

Motion 2 Description:

- Aligns the P&P's for TT with the areas of responsibilities that are delineated in the LOA (Letter of Agreement) between AAUW National and AAUW CA.
- No fiscal impact or resource implications.

Motion 3: Amend Communications P&P 904.2 # 5 by deleting and replacing with new #5 with " Provides advice and assistance to branches that request help regarding communication." Add to #7: 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.

Motion 3 Description:

- No fiscal or resource impact

Motion 4: Amend Communications P&P 904.3 to reflect current practice by inserting "and" between website/web calendar and delete "blog".

Motion 4 Description:

- Reflects current practice and has no fiscal or resource impact.



Tech Trek - California

Mission statement: AAUW Tech Trek Science and Math for Girls - California strives to develop interest and excitement in Science, Technology, Engineering and Math (STEM) and self-confidence in eighth grade young women by providing the experience of living one week on a college Campus and participating in hands-on activities in math, science and related fields.

Tech Trek is a program of the AAUW National in collaboration with the AAUW California. The program abides by all governing rules of the two entities.

These policies have been adopted by the AAUW California Board of Directors to govern the specified areas of this program for which AAUW California has responsibility as outlined in the Tech Trek Letter of Agreement with AAUW National. ***All areas not addressed in these specific policies are addressed in the National AAUW Tool Kit for Tech Trek Camps.***

Program Governance:

1. The Tech Trek Camp Program is a collaborative program under the jurisdiction of the AAUW CALIFORNIA Board of Directors and the AAUW National Tech Trek Program.
2. The AAUW National is the fiduciary agent for the AAUW Tech Trek Camps.
3. The AAUW California State Program Oversight Committee (SPOC) is charged with evaluating the program based on the program policies and procedures outlined in the National Program and AAUW California governing policies and procedures.
4. The TT State Coordinator is appointed by the AAUW CALIFORNIA President. The TT State Coordinator is responsible for the oversight of all Tech Trek Camps. The coordinator consults with the appropriate entity (AAUW National or AAUW California) depending upon the specific subject that needs governance input.
5. The TT Financial Liaison is appointed by the AAUW CALIFORNIA president. The TT Financial Liaison is responsible for the financial oversight of all Tech Trek Camps run under the AAUW Tech Trek Camp Program, and is the overall program treasurer.

Annual Timeline for the AAUW Tech Trek Program - California

December: TT State Coordinator, TT Financial Liaison, and SPOC evaluate budget to determine whether to submit a request for the AAUW CALIFORNIA BOD to change California camper fees for the following year by the January deadline. Overall program preliminary budget is submitted.

January: AAUW CALIFORNIA BOD sets California camper fees for the next year with input from the TT State Coordinator and Financial Liaison. Overall program budget approved.



Finance

1. AAUW National is the fiduciary agent for Tech Trek. Tech Trek follows the AAUW Toolkit and AAUW CALIFORNIA policies and procedures for all financial transactions. The AAUW fiscal year is from July 1 to June 30.
2. The Special Programs Fund (SPF) will act as the fiduciary agent when a grant is received that requires that the funds be deposited in California.
3. Tech Trek must submit proposed budgets and final financial reports in accordance with both AAUW and AAUW CALIFORNIA Board requirements:
4. Submit a preliminary Tech Trek budget to the SPOC for its review and approval. It should include a report of the previous year's budget and actual totals, broken down by individual Camps, along with explanatory notes of where expenditures or revenues were notably different from the budgeted amount. The SPOC will present the proposed budget to the AAUW CALIFORNIA Board of Directors for approval.
5. Camper fees are set by the AAUW CALIFORNIA Board of Directors.
6. Stipends may be awarded to camp staff. The AAUW California Board of Directors establishes the stipend guidelines annually in January. In cases where there are co-presenters, directors, teachers, etc. the stipend will be divided equally. Additional and/or modified stipends are at the discretion of the Camp Director, assuming the funds are within the budget and with the TT State Coordinator's approval. The stipend guidelines will be attached annually to the TT Policies and Procedures as an addendum and remain in place until the AAUW California Board approves new guidelines.

Equipment

The Tech Trek Program and all of its assets are owned by the National Tech Trek Program, which includes equipment. Permission from the TT State Coordinator is required before any Tech Trek equipment can be used by someone other than a Camp Director outside of the Camp week. It is the responsibility of the TT state Coordinator to be sure all use of equipment is in compliance with the NTTP Guidelines.

Committee Name: Leadership Development

Chair: Cathy Foxhoven

Updates not included in Strategic Plan:

- Guest Speaker for Alameda branch on sexual harassment in the workplace in November. Also recruited Valerie Mattos to speak.
- Will be moderator for Santa Clara County IBC's "Women Changing Our World: Paths to Leadership on January 29th.
- Have secured three workshop presenters for three of the scheduled leadership days - Lobbying & Advocacy, "Enact to Engage: Modeling the Value Promise" and "Conflict Resolution Improvised"
- Wrote articles for Perspective for Leadership Development and Speech Trek.
- Continue to communicate with branches through B2B.
- Participated in two conference calls related to the annual meeting.

Items for Board Discussion:

- Discussion of how we can incorporate Valerie Mattos in "Leader on Loan". She has an amazing story and is a very compelling speaker.
- Good idea - discuss "TUG" - Technology User Group
- Still need help in identifying marginally-oppressed groups for leadership day workshops - East Bay, West Bay & Los Angeles. Redding (Far North) will be difficult to execute that panel. Will explain at the board meeting.

Motions

- None submitted.

Committee Name: Membership

Chair: Alex Bellenger

Updates not included in Strategic Plan:

- Published an article submitted by Camarillo Branch President Pamela Perkins Dwyer in the Perspective (on member recruitment sources). Waiting on information from C/U and Diversity subcommittees. Will update when that comes in.

Items for Board Discussion:

- None.

Motions

- None submitted.
-

Sub-Committee Name: Membership - College University Relations

Chair: Alex Bellenger

Updates not included in Strategic Plan:

- Will update the board as responses come in. List of community colleges is compiled.

Items for Board Discussion:

- None.

Motions

- None submitted.
-

Sub-Committee Name: Membership - Diversity

Chair: Alex Bellenger

Updates not included in Strategic Plan:

- Will update as responses come in. Changing action item from annual meeting to convention (see action items).

Items for Board Discussion:

- None.

Motions

- None submitted.



January 2017 Quarterly Committee Report

Committee Name: Nominations and Elections

Chair: Jean Simutis

Updates not included in Strategic Plan:

- At this time, we have 2 candidates running as co-Presidents Elect, no nominee for CFO, and 3 candidates for the one director position. The voting firm has been contacted to let them know that we will be holding an election this year. I checked with Nancy Mahr about the public policy priorities. She said that the membership needs to approve them, so that will also be on the ballot.

Items for Board Discussion:

- Are there any other items which need to be voted on by the membership?

Motions

- None submitted.



January 2017 Quarterly Committee Report

Committee Name: Program

Chair: Lynne Batcheor

Updates not included in Strategic Plan:

- Plans were finalized for the annual meeting including venue, time, format, presenters, schedule, cost, assignments, etc via numerous emails and 2 conference calls.
- State wide project furthered through hosting 4 conference calls, completing outcome notes, email exchanges with Joan Monk in NY weekly, answering email requests, in person encouragement of branches to participate and b2b and Perspective articles. Donna Mertens has a new Eleanor look and may surprise members by appearing at various places.
- Submissions for Program of the Month reviewed and approved. Additional submissions for branch recognition requested via b2b and Perspective.
- International Advocacy and Financial Literacy updated website to include new information.

Items for Board Discussion:

- We have no data on how many branches are presenting how many mission based programs. We had hoped to have branches send their schedules but that did not work. Ideas?

Motions

- None submitted.



January 2017 Quarterly Committee Report

Committee Name: Public Policy

Chair: Nancy Mahr

Updates not included in Strategic Plan:

Items accomplished:

- Though B2B and PP Committee Contacts with branches, the PP Committee continued to encourage branches to conduct election activities – e.g., candidate forums, Get-Out-the-Vote.
- National asked for information on election activities completed by our branches. The PP Committee sent out a form for branches to report on their activities. The activities were summarized and reported back to national. 33 branches reported. They identified reaching over 1,500 people at defined meetings. In addition, several reported cable TV coverage.
- Shannon Smith-Crowley prepared an article summarizing the 2016 legislative year. This will be in the winter Perspective and has been sent to branches via the PP Committee contacts.
- The PP Committee asked branches to hold meetings to review our current PP priorities and discuss our priorities for 2017-19. We sent each branch a form for reporting their comments and suggestions. 25 branches returned completed forms, with 407 members participating. We compiled the comments and then reviewed the draft of the updated priorities, making any further changes suggested by committee members in a conference call. The final document will be voted on in the spring by the membership.
- Sue Miller participated in a CCRF webinar on advocacy.
- Sue Miller has worked to encourage AAUW branch participation in the Women's March on January 21. Information was sent to branches through out PP Committee contacts, and is also in the January B2B. sue participated in a CCRF conference call regarding organizing for the Women's March. Sue is in touch with the Sacramento effort. Nancy has been in touch with the LA AAUW effort under Susan Negrete. We encouraged branches to check the AAUW CA website for more information.
- Sue and Nancy continue to participate in the national conference calls for state PP chairs.
- Sue Miller has participated in a Stronger California meeting and planning conversations.

Coming up:

- New legislative session and new bills. Shannon will compile a list of bills that address items in our mission and priorities. The PP Committee will meet in March to prioritize bills for AAUW action.
- Equal Pay Day in California has been set for April 4, 2017.
- In addition, the following dates have been established as "Equal Pay Days" for specific groups.
 - March 7 – Asian American women
 - May 1 – White women
 - July 31 – African American women
 - September 25 – Native American women
 - November 2 – Latina women

Items for Board Discussion:

- None.

Motions

- None submitted.



January 2017 Quarterly Committee Report

Sub-Committee Name: Public Policy - Lobbying and Advocacy

Chair: Charmen Goehring

Updates not included in Strategic Plan:

- The sub committee is in the process of creating a spread sheet that will include relationships between branches and local legislators. This will aid our lobbying efforts as well as serve as a resource for Shannon in her work. The 10 pilot member were encouraged to create PP committees at their branch level to do the upcoming lobbying and advocacy work. One item discussed was Equal Pay Day resolutions/proclamations in each of their respective cities.

Items for Board Discussion:

- None.

Motions

- None submitted.

Committee Name: SPOC

Chair: Jane Niemeier

Updates not included in Strategic Plan:

- An article and an application to apply for a grant for a new state project has been submitted for publication in the Perspective.
- Rozanne Child represented SPOC at the Tech Trek Annual meeting on November 12. At that time the Tech Trek leaders indicated that they were not interested in using some of the items that SPOC had in their goals (see Strategic Plan).
- Jane Niemeier and Donna Mertens met in Temecula on December 14 to discuss the role of AAUW CA in the oversight of Tech Trek.
- Jane Niemeier, Donna Mertens, Linda Stinebaugh, and Harriet Tower had a conference call on December 26th to discuss motions to be presented at the AAUW CA Board of Directors meeting in January of 2017.
- SPOC members and former member, Nancy Andren, analyzed the Tech Trek preliminary budget. They then submitted questions to Harriet Tower and Linda Stinebaugh and corrections were made.

Items for Board Discussion:

- Speech Trek report.
- Please look at the Tech Trek preliminary budget and read the three motions that follow.

Motions

Motion 1: SPOC moves to approve the increase of camper fees at four of the camps: Irvine \$950, Sonoma \$1000, the two Stanford Camps \$1000.

Motion 1 Description:

- This is due to the price charged by the universities. Other camps will remain at \$900. The camps with surplus budgets will use the money collected for their own campers. Tech Trek advances our mission of breaking through barriers for women and girls by teaching them about STEM fields.

Motion 2: SPOC moves that the Tech Trek teacher stipends be increased from \$1200 to \$1400.

Motion 2 Description:

- The stipends for teachers have not been increased since 1998, and the Tech Trek leaders agree the increase is important in order to keep quality teachers working at the camp. There is a financial impact to the Tech Trek budget, but it has been factored into the 2017 budget. Tech Trek advances our mission of breaking through barriers for women and girls by teaching them about STEM fields.

Motion 3: SPOC moves to approve the Tech Trek preliminary budget as presented by Harriet Tower, Tech Trek Financial Liaison. See Attached.

Motion 3 Description:

- The budget is funded by the Tech Trek campers fees, by grants, and in some cases, by budget surpluses from prior years. Tech Trek advances our mission of breaking through barriers for women and girls by teaching them about STEM fields.



Speech Trek Annual Report

Coordinator: Cathy Foxhoven

- Although 18 branches have submitted "Intent to Participate" forms, videos for semi-finals may produce less. California Online is having a difficult time getting participants.
- Riverside Branch president, Luisa Tassan, has resigned but is willing to help California Online with the interested ST participants. Half Moon Bay is also recruiting for California Online.
- Have not been able to recruit semi-final judges from throughout the State. Only AAUW CA members have volunteered, but that violates our P&P.
- Wrote ST article for Perspective and constantly use B2B as a form of branch communication.
- Mentoring Big Bear Valley ST coordinator to become the next AAUW CA ST coordinator. Have also identified a Sacramento branch member who would be wonderful - possibly would be willing to take over treasurer next year.
- Will be encouraging ST coordinators to attend the annual meeting and ST luncheon. Some are not even members and it may help in recruitment.
- Membership needs to contact Riverside branch in helping them through their difficulties in leadership. Should I also get involved? I have been communicating with the resigned Co-President Luisa Tassan. There is a lot of anger there. Not sure what the problem is.
- Most ST activity begins on March 1st with the submittals of the videos.



Annual Tech Trek Report for 2016-2017

Statistics: We had a great year in 2016 for our ten California Tech Trek camps. We hosted 884 campers throughout the state, and gave secondary Tech Trek experiences to over 80 girls who worked the camps as Junior or Senior Counselors. We are working hard to secure the future of the program by training the next generation to eventually take over running the camps.

The universities and colleges hosting our camps continue to raise the fees that are required to run the camps (up 10% for the 2017 camps over the 2016 fees). The costs for ancillary activities, such as field trips, continue to rise also. Four of our campuses require a fee increase to the branches in order to cover those increased costs to the camps.

What Happened: 2016 marked the first year of a totally revamped camp at Whittier College. Under our new Camp Director, Nicole Simmons, the camp has been turned into a shining example of what a Tech Trek camp can be. She brought together a mix of experienced Tech Trek staff and newbies to provide support for the campers.

Many of the camps this year decided to ban camper cell phones at camp. Those who did found the girls much more focused, and experienced a minimal amount of homesickness. The parents had a harder time with this than the girls!

We did experience some difficulties this year. At the San Diego camp we lost long-time IT Specialist Chris Ingalls who couldn't make it to camp due to a sudden illness, and who passed away the first Sunday of camp. Other staff members stepped up to cover her responsibilities, and the camp was a success.

We had a Dorm mom drop out at the last minute for the Whittier camp when she fell and broke her arm the week before camp, requiring surgery. Once again other staff members stepped up to cover, and the camp was a great success.

What we need to do: All of the camps have experienced rising campus fees, some so high they comprise 80% of the cost for the camp. Those camps are experiencing a crunch, as the cost of the camp exceeds the fees collected for the campers. We have avoided raising camper fees for many years, but the time has come for some of the camps to do something about it. The branches sending girls to those camps have been fore warned, and we will be requesting a \$50-\$100 rise in fees for four of the camps this year in order for the camps to run in the black. We have also just been notified that we will not be receiving the Verizon grant of \$5,000 per camp this year. The camps affected are Irvine, Sonoma, and the two Stanford camps. This will mean that the camps will have different camper fees this year, depending on whether or not the individual camp is one of the ones who need to increase their fees to offset the increased camp fees.

We are also proposing an increase to the Core Class Teacher Stipend, as that has not been increased since the camps began. We have also made some changes to the Tech Trek Policies and Procedures so that they refer to the AAUW National Tech Trek Toolkit where appropriate.

I encourage any of the AAUW California State Directors who have not experienced a Tech Trek camp to make the effort to visit a camp this summer during Camp Visitation day (usually a Thursday). You will come away energized.

Respectfully submitted,

Linda Stinebaugh
State Project Coordinator
AAUW California Tech Trek



Tech Trek Annual Financial Report

Financial Liaison: Harriet Tower

- TT Finance Report for 2016 Camps – Refer to Excel 2016 Tech Trek Budget All Sheets All Camps
 - In September 2015 Tech Trek submitted a Preliminary Budget for its 2016 camps to the SPOC. It was approved by the AAUW CA Board of Directors at its October meeting. The budget is displayed on the first tab of the accompanying Excel file.
 - The budget was revised and approved at the January meeting of the Board. See the second tab.
 - In the Spring I converted the budget from SPF's budget categories to AAUW's GL codes to make Tech Trek consistent with our new fiscal agent, AAUW National. This version of the budget is displayed on the third tab.
 - Even though our new fiscal year won't end until June 30, 2017, we calculated our actual expenses after the 2016 camp expenses were paid, in November 2016. Refer to the fourth tab. Note the two lines showing Income (Loss), one when using carryover reserves and one when not using them.
 - On the fifth tab you will find a chart showing the percentages of total expenses that went to the camps' respective universities. Please note that two of the camps paid 80%. There is no doubt that these camps need an increase in camper fees for 2017.
- This reporting is somewhat difficult, as AAUW CA is accustomed to thinking of "camp year" and with SPF we were on a fiscal year of Jan 1-Dec 31. With AAUW we are on a fiscal year of July 1-June 30, which changes during our camp season putting some of our camps are in a different FY than the others.

| Preliminary Budget 2017-18 | | All Camp Totals | | | | | Davis | | Fresno | | Irvine | | San Diego | | Blackwell | |
|--|--|-----------------|-----------------------|-----|-----|-----|----------------------|---------------------|----------------------|----------------------|-----------------------|----------------------|-----------------------|----------------------|-----------------------|---------------------|
| Attendees | | 898 | 1178 | 120 | 120 | 120 | 94 | 92 | 118 @950 | 112 | 74 | 112 | 74 | 112 | 74 | 99 |
| # of Campers | | 15 | | | | | 2 | 1 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | |
| # of Camp Directors | | 57 | | | | | 5 @1400 | 7 @1400 | 6 @1400 | 7 @1400 | 4 @1400 | 7 @1400 | 4 @1400 | 7 @1400 | 4 @1400 | |
| # of Teachers | | 31 | | | | | 1 | 2 | 4 | 8 | 2 | 8 | 2 | 8 | 2 | |
| # of Staff | | 89 | | | | | 9 | 8 | 12 | 14 | 8 | 14 | 8 | 14 | 8 | |
| # of Dorm Moms | | 88 | | | | | 9 | 10 | 5 | 9 | 10 | 9 | 10 | 9 | 10 | |
| # of Jr/Sr Counselors | | | | | | | | | | | | | | | | |
| Total of Attendees | | | 1178 | 120 | 120 | 120 | | | | | | | | | | |
| Revenue & Support | | | | | | | | | | | | | | | | |
| Contributions (# campers x \$900-\$1000) | | | \$838,500.00 | | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Corporate grants through AAUW | | | \$15,000.00 | | | | | | | | | | | | | |
| Total Revenue & Support | | | \$853,500.00 | | | | \$ 84,600.00 | \$ 82,800.00 | \$ 112,100.00 | \$ 105,800.00 | \$ 66,600.00 | \$ 105,800.00 | \$ 66,600.00 | \$ 105,800.00 | \$ 66,600.00 | \$ 66,600.00 |
| Operating Expenses | | | | | | | | | | | | | | | | |
| 1% Admin Fee transferred to 5044 | | | \$8,385.00 | | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Total Stipends | | | \$146,570.00 | | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Director | | \$25,000.00 | | | | | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | 2,500.00 | \$ 2,500.00 | 2,500.00 | \$ 2,500.00 | 2,500.00 | \$ 2,500.00 | |
| Core Teachers | | \$78,600.00 | | | | | \$ 7,000.00 | \$ 9,800.00 | \$ 8,400.00 | 9,800.00 | \$ 8,400.00 | 9,800.00 | \$ 8,400.00 | 9,800.00 | \$ 8,400.00 | |
| Workshops | | \$16,070.00 | | | | | \$ 2,000.00 | \$ 2,020.00 | \$ 500.00 | 1,250.00 | \$ 2,020.00 | 1,250.00 | \$ 2,000.00 | 1,250.00 | \$ 2,000.00 | |
| Nurse | | \$3,400.00 | | | | | \$ 300.00 | \$ 300.00 | \$ 300.00 | 500.00 | \$ 300.00 | 500.00 | \$ 300.00 | 500.00 | \$ 300.00 | |
| Dorm Moms | | \$9,000.00 | | | | | \$ 900.00 | \$ 800.00 | \$ 1,200.00 | 1,400.00 | \$ 800.00 | 1,400.00 | \$ 800.00 | 1,400.00 | \$ 800.00 | |
| Others (describe) | | \$14,500.00 | | | | | \$ 200.00 | \$ 2,500.00 | \$ 1,000.00 | 1,000.00 | \$ 2,550.00 | 1,000.00 | \$ 2,550.00 | 1,000.00 | \$ 2,550.00 | |
| Printing & production (Tshirts, logo items) | | | \$27,108.64 | | | | \$ 1,500.00 | \$ 6,000.00 | \$ 2,628.64 | \$ 4,000.00 | \$ 3,000.00 | \$ 4,000.00 | \$ 3,000.00 | \$ 4,000.00 | \$ 3,000.00 | |
| Postage & shipping | | | \$17,100.00 | | | | \$ 250.00 | \$ 100.00 | \$ 100.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | |
| Copying/Duplicating | | | \$1,750.00 | | | | \$ 450.00 | \$ 100.00 | \$ 100.00 | \$ 150.00 | \$ 100.00 | \$ 150.00 | \$ 100.00 | \$ 150.00 | \$ 100.00 | |
| Travel - airfare | | | \$1,130.00 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Travel - ground (mileage, car rental) | | | \$21,702.90 | | | | \$ 2,400.00 | \$ 2,800.00 | \$ 2,402.90 | \$ 3,000.00 | \$ 2,000.00 | \$ 3,000.00 | \$ 2,000.00 | \$ 3,000.00 | \$ 2,000.00 | |
| staff mileage | | \$21,235.07 | | | | | \$ 2,400.00 | \$ 2,800.00 | \$ 2,235.07 | \$ 3,000.00 | \$ 2,000.00 | \$ 3,000.00 | \$ 2,000.00 | \$ 3,000.00 | \$ 2,000.00 | |
| car rental (provide explanation) | | \$467.83 | | | | | \$ - | \$ - | \$ 167.83 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Travel - lodging (hotels) | | | \$600.00 | | | | \$ 500.00 | \$ 800.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Travel - meals (not through campus) | | | \$12,350.00 | | | | \$ 500.00 | \$ 800.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| field trip | | \$4,950.00 | | | | | 250.00 | 500 | | - | \$ 800.00 | - | \$ 800.00 | \$ 3,000.00 | \$ 3,800.00 | |
| staff development | | \$7,400.00 | | | | | 250.00 | 300 | | - | \$ 3,000.00 | - | \$ 3,000.00 | \$ 3,000.00 | \$ 3,800.00 | |
| Camps, conference, convention & meetings | | | \$595,545.00 | | | | \$ 60,500.00 | \$ 35,340.00 | \$ 89,575.00 | \$ 56,500.00 | \$ 50,100.00 | \$ 56,500.00 | \$ 45,000.00 | \$ 700.00 | \$ 4,400.00 | |
| campus expenses | | \$564,930.00 | | | | | 60,000.00 | \$ 32,000.00 | \$ 88,000.00 | \$ 50,000.00 | \$ 45,000.00 | \$ 50,000.00 | \$ 45,000.00 | \$ 700.00 | \$ 4,400.00 | |
| rentals: equipment, storage, bus | | \$13,115.00 | | | | | - | \$ 1,140.00 | \$ 1,575.00 | \$ 4,000.00 | \$ 700.00 | \$ 4,000.00 | \$ 700.00 | \$ 4,000.00 | \$ 700.00 | |
| admission fees | | \$17,500.00 | | | | | 500.00 | \$ 2,200.00 | \$ 2,200.00 | \$ 2,500.00 | \$ 4,400.00 | \$ 2,500.00 | \$ 4,400.00 | \$ 2,500.00 | \$ 4,400.00 | |
| Professional fees (e.g. photographer) | | | \$800.00 | | | | \$ - | \$ - | | | \$ - | | \$ - | | \$ - | |
| Supplies - general | | \$66,444.20 | | | | | \$ 6,825.00 | \$ 3,350.00 | \$ 2,169.20 | \$ 25,150.00 | \$ 6,900.00 | \$ 25,150.00 | \$ 6,900.00 | \$ 25,150.00 | \$ 6,900.00 | |
| office supplies | | \$7,706.04 | | | | | \$ 100.00 | | \$ 1,356.04 | 150.00 | \$ 500.00 | 150.00 | \$ 500.00 | 150.00 | \$ 500.00 | |
| equipment purchase | | \$39,750.00 | | | | | \$ 2,000.00 | \$ 2,000.00 | \$ 402.56 | \$ 20,250.00 | \$ 5,000.00 | \$ 20,250.00 | \$ 5,000.00 | \$ 20,250.00 | \$ 5,000.00 | |
| teaching materials | | \$13,422.56 | | | | | \$ 4,000.00 | \$ 200.00 | \$ 200.60 | \$ 3,500.00 | \$ 1,000.00 | \$ 3,500.00 | \$ 1,000.00 | \$ 3,500.00 | \$ 1,000.00 | |
| nurse supplies | | \$1,800.60 | | | | | \$ 100.00 | \$ 900.00 | \$ 200.60 | \$ 50.00 | \$ 100.00 | \$ 50.00 | \$ 100.00 | \$ 50.00 | \$ 100.00 | |
| gifts | | \$1,450.00 | | | | | \$ 200.00 | \$ 100.00 | \$ 210.00 | \$ 700.00 | \$ - | \$ 700.00 | \$ - | \$ 700.00 | \$ - | |
| photo film/processing | | \$2,315.00 | | | | | \$ 425.00 | \$ 150.00 | \$ 210.00 | \$ 500.00 | \$ 300.00 | \$ 500.00 | \$ 300.00 | \$ 500.00 | \$ 300.00 | |
| photo film/processing | | | \$2,252.43 | | | | \$ 400.00 | \$ 200.00 | \$ 252.43 | \$ 400.00 | \$ 150.00 | \$ 400.00 | \$ 150.00 | \$ 400.00 | \$ 150.00 | |
| Recruiting (background checks) | | | \$100.00 | | | | \$ 100.00 | \$ 100.00 | | | | | | | | |
| Miscellaneous expenses | | | \$886,448.17 | | | | \$ 86,571.00 | \$ 67,438.00 | \$ 110,849.17 | \$ 106,958.00 | \$ 80,766.00 | \$ 106,958.00 | \$ 80,766.00 | \$ 106,958.00 | \$ 80,766.00 | |
| Total Operating Expenses | | | \$886,448.17 | | | | \$ 86,571.00 | \$ 67,438.00 | \$ 110,849.17 | \$ 106,958.00 | \$ 80,766.00 | \$ 106,958.00 | \$ 80,766.00 | \$ 106,958.00 | \$ 80,766.00 | |
| Net Income (Loss) without using carryover | | | \$ (32,948.17) | | | | \$ (1,971.00) | \$ 15,362.00 | \$ 1,250.83 | \$ (1,158.00) | \$ (14,166.00) | \$ (1,158.00) | \$ (14,166.00) | \$ (1,158.00) | \$ (14,166.00) | |
| Previous Year Carryover | | | \$314,852.83 | | | | \$ 30,560.00 | \$ 35,268.00 | \$ 7,258.46 | \$83,165.00 | \$ 23,404.00 | \$83,165.00 | \$ 23,404.00 | \$83,165.00 | \$ 23,404.00 | |
| Net Income (Loss) using carryover | | | \$283,104.66 | | | | \$ 28,589.00 | \$ 50,630.00 | \$ 8,509.29 | \$ 82,007.00 | \$ 9,238.00 | \$ 82,007.00 | \$ 9,238.00 | \$ 82,007.00 | \$ 9,238.00 | |
| Cost per camper | | | \$ 987.14 | | | | \$ 920.97 | 733.02 | \$ 939.40 | \$ 954.98 | \$ 1,096.26 | \$ 954.98 | \$ 1,096.26 | \$ 954.98 | \$ 1,096.26 | |

Preliminary Budget 2017-18

Attendees

| | Hypatia | Sonoma | Curie | Hopper | Whittier |
|---------------------------|---------|----------|----------|----------|----------------|
| # of Campers | 76 | 90 @1000 | 78 @1000 | 76 @1000 | 88 |
| # of Camp Directors | 1 | 2 | 2 | 2 | 1 |
| # of Teachers | 4 @1400 | 6 @1400 | 6 @1400 | 6 @1400 | 6 @1200 |
| # of Staff | 2 | 1 | 6 | 1 | 4 |
| # of Dorm Moms | 7 | 9 | 7 | 7 | 8 |
| # of Jr/Sr Counselors | 10 | 7 | 7 | 7 | 14 10 JC, 2 SC |
| Total of Attendees | 100 | 115 | 106 | 99 | 121 |

Revenue & Support

Contributions (# campers x \$900-\$1000)
Corporate grants through AAUW

| | | | | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | \$ 68,400.00 | \$ 90,000.00 | \$ 78,000.00 | \$ 76,000.00 | \$ 79,200.00 |
| Total Revenue & Support | \$ 68,400.00 | \$ 90,000.00 | \$ 88,000.00 | \$ 76,000.00 | \$ 79,200.00 |

Operating Expenses

1% Admin Fee transferred to 5044

| | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| Total Stipends | \$ 684.00 | \$ 900.00 | \$ 780.00 | \$ 760.00 | \$ 792.00 |
| Director | \$ 13,750.00 | \$ 13,600.00 | \$ 14,900.00 | \$ 13,900.00 | \$ 15,500.00 |
| Core Teachers | | | | | |
| Workshops | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| Nurse | \$ 5,600.00 | \$ 8,400.00 | \$ 8,400.00 | \$ 8,400.00 | \$ 7,200.00 |
| Dorm Moms | \$ 2,000.00 | \$ 1,500.00 | \$ 1,400.00 | \$ 1,400.00 | \$ 2,000.00 |
| Others (describe) | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 500.00 |
| Printing & production (T-shirts, logo items) | \$ 800.00 | \$ 900.00 | \$ 700.00 | \$ 700.00 | \$ 800.00 |
| Postage & shipping | \$ 2,550.00 | \$ - | \$ 1,600.00 | \$ 600.00 | \$ 2,500.00 |
| Copying/Duplicating | | | | | |
| Travel - airfare | \$ 3,000.00 | \$ 1,400.00 | \$ 2,500.00 | \$ 1,080.00 | \$ 2,000.00 |
| Travel - ground (mileage, car rental) | \$ 300.00 | \$ 50.00 | \$ 200.00 | \$ 110.00 | \$ 200.00 |
| staff mileage | \$ 100.00 | \$ 100.00 | \$ 300.00 | \$ 150.00 | \$ 300.00 |
| car rental (provide explanation) | | | | | |
| Travel - lodging (hotels) | \$ 2,000.00 | \$ 1,300.00 | \$ 1,000.00 | \$ 130.00 | \$ - |
| Travel - meals (not through campus) | | | \$ 2,300.00 | \$ 2,200.00 | \$ 1,300.00 |
| field trip | \$ 800.00 | \$ 1,300.00 | \$ 2,000.00 | \$ 2,200.00 | \$ 1,300.00 |
| staff development | \$ 3,800.00 | | \$ 600.00 | \$ 800.00 | \$ 350.00 |
| Camps, conference, convention & meetings | | \$ 2,000.00 | \$ 300.00 | | |
| campus expenses | \$ 50,100.00 | \$ 72,000.00 | \$ 63,830.00 | \$ 65,100.00 | \$ 52,500.00 |
| rentals: equipment, storage, bus | \$ 45,000.00 | \$ 72,000.00 | \$ 62,830.00 | \$ 65,100.00 | \$ 45,000.00 |
| admission fees | \$ 700.00 | | \$ 1,000.00 | | \$ 4,000.00 |
| Professional fees (e.g. photographer) | \$ 4,400.00 | | \$ - | | \$ 3,500.00 |
| Supplies - general | \$ 6,900.00 | | | | \$ 800.00 |
| office supplies | | \$ 2,770.00 | \$ 6,200.00 | \$ 4,280.00 | \$ 1,900.00 |
| equipment purchase | \$ 500.00 | \$ 500.00 | \$ 4,000.00 | \$ 400.00 | \$ 200.00 |
| teaching materials | \$ 5,000.00 | \$ 500.00 | \$ 2,000.00 | \$ 3,000.00 | |
| nurse supplies | \$ 1,000.00 | \$ 1,200.00 | \$ - | \$ 720.00 | \$ 1,200.00 |
| gifts | \$ 100.00 | \$ 200.00 | \$ - | \$ 30.00 | \$ 200.00 |
| photo film/processing | \$ 300.00 | \$ 250.00 | \$ - | \$ 40.00 | \$ 300.00 |
| Recruiting (background checks) | | \$ 400.00 | \$ 200.00 | \$ 90.00 | \$ 150.00 |
| Miscellaneous expenses | | | \$ - | | |
| Total Operating Expenses | \$ 80,634.00 | \$ 94,520.00 | \$ 93,110.00 | \$ 88,610.00 | \$ 75,792.00 |

Net Income (Loss) without using carryover

| | | | | | |
|--|----------------|---------------|---------------|----------------|-------------|
| | \$ (12,234.00) | \$ (4,520.00) | \$ (5,110.00) | \$ (12,610.00) | \$ 3,408.00 |
|--|----------------|---------------|---------------|----------------|-------------|

Previous Year Carryover

| | | | | | |
|--|-----------|--------------|--------------|--------------|--------------|
| | 26,468.00 | \$ 19,882.57 | \$ 25,047.00 | \$ 20,000.00 | \$ 43,799.80 |
|--|-----------|--------------|--------------|--------------|--------------|

Net Income (Loss) using carryover

| | | | | | |
|--|---------------------|---------------------|---------------------|--------------------|---------------------|
| | \$ 14,234.00 | \$ 15,362.57 | \$ 19,937.00 | \$ 7,390.00 | \$ 47,207.80 |
|--|---------------------|---------------------|---------------------|--------------------|---------------------|

Cost per camper

| | | | | | |
|--|----------|----------|-------------|-------------|-----------|
| | 1,060.97 | 1,050.22 | \$ 1,193.72 | \$ 1,165.92 | \$ 861.27 |
|--|----------|----------|-------------|-------------|-----------|

| Actuals: 2016 camps | | Total All Camps | | Davis | | 2015-16 Actuals | | Irvine | | 2015-16 Actuals | | Santa Barbara | | Santa Barbara | | 2015-16 Actuals | |
|--|-------------------|-----------------|---------------------|-------|--|---------------------|--|--------------------|--|---------------------|------------|---------------------|--|---------------------|------------|---------------------|------------|
| Attendees | | | | | | | | | | | | | | | | | |
| # of Campers | 883 | | | 94 | | 82 | | 118 | | 111 | | 76 | | 74 | | 90 | |
| # of Camp Directors | 14 | | | 2 | | | | 1 | | 2 | | 1 | | 1 | | 2 | |
| # of Teachers | 52 | | | 6 | | | | 7 | | 8 | | 4 | | 4 | | 6 | |
| # of Staff | 22 | | | 1 | | | | 4 | | 2 | | 2 | | 2 | | 1 | |
| # of Dorm Moms | 89 | | | 9 | | | | 11 | | 15 | | 8 | | 17 | | 9 | |
| # of J/Sr Counselors | 72 | | | 9 | | | | 5 | | 9 | | 10 | | 10 | | 7 | |
| Total of Attendees | 1132 | | 121 | | | | | | | | 146 | | | | 101 | | 108 |
| Revenue & Support | | | | | | | | | | | | | | | | | |
| Contributions (# campers x \$900) | 794,700.00 | | 84,600.00 | | | 73,800.00 | | 106,200.00 | | 99,900.00 | | 68,400.00 | | 66,600.00 | | 81,000.00 | |
| Corporate grants through AAUW | 91,995.05 | | 7,500.00 | | | 0.00 | | 5,700.00 | | 8,200.00 | | 8,250.00 | | 8,250.00 | | 11,745.05 | |
| Total Revenue & Support | 886,695.05 | | 92,100.00 | | | 73,800.00 | | 111,900.00 | | 108,100.00 | | 76,650.00 | | 74,850.00 | | 92,745.05 | |
| Operating Expenses | | | | | | | | | | | | | | | | | |
| 1% Admin Fee transferred to 5044 | 7,947.00 | | 846.00 | | | 738.00 | | 1,062.00 | | 999.00 | | 684.00 | | 666.00 | | 810.00 | |
| Total Stipends | 128,585.00 | | 11,230.00 | | | 13,765.00 | | 12,700.00 | | 13,520.00 | | 12,910.00 | | 12,960.00 | | 11,395.00 | |
| Director | 25,000.00 | | 2,500.00 | | | 2,500.00 | | 2,500.00 | | \$ 2,500 | | 2,500.00 | | 2,500.00 | | \$ 2,500 | |
| Core Teachers | 75,000.00 | | 7,200.00 | | | 8,400.00 | | 7,200.00 | | \$ 7,600 | | 7,300.00 | | 7,300.00 | | \$ 7,200 | |
| Workshops | 10,885.00 | | 630.00 | | | 1,965.00 | | 500.00 | | \$ 1,020 | | 910.00 | | 860.00 | | \$ 595 | |
| Nurse | 2,700.00 | | 0.00 | | | 300.00 | | 300.00 | | \$ 500 | | 300.00 | | 300.00 | | \$ 300 | |
| Dorm Moms | 8,700.00 | | 900.00 | | | 600.00 | | 1,300.00 | | \$ 1,400 | | 800.00 | | 900.00 | | \$ 800 | |
| Others (describe) | 6,300.00 | | 0.00 | | | | | 900.00 | | \$ 500 | | 1,100.00 | | 1,100.00 | | \$ - | |
| Printing & production (T-shirts, logo items) | 19,777.48 | | 1,323.06 | | | 5,494.29 | | 2,503.47 | | 3,182.29 | | 1,362.00 | | 1,351.00 | | 1,274.63 | |
| Postage & shipping | 751.95 | | 188.22 | | | 0.00 | | 0.00 | | 106.24 | | 92.00 | | 92.00 | | 21.74 | |
| Copying/Duplicating | 1,272.21 | | 409.82 | | | 29.65 | | 0.00 | | 386.32 | | 34.00 | | 34.00 | | 40.58 | |
| Travel - airfare | 120.60 | | - | | | 0.00 | | 0.00 | | - | | 0.00 | | 0.00 | | - | |
| Travel - ground (mileage, car rental) | 17,068.72 | | 2,050.00 | | | 2,286.80 | | 2,288.48 | | 2,762.50 | | 778.00 | | 910.00 | | 2,063.05 | |
| staff mileage | | | 2,050.00 | | | 2,286.80 | | 2,128.64 | | \$ 2,763 | | 778.00 | | 910.00 | | \$ 1,295 | |
| car rental (provide explanation) | | | 0.00 | | | 0.00 | | 159.84 | | \$ - | | 0.00 | | 0.00 | | \$ 768 | |
| Travel - lodging (hotels) | | | - | | | 0.00 | | 0.00 | | - | | 0.00 | | 0.00 | | - | |
| Travel - meals (not through campus) | | | - | | | 565.85 | | 0.00 | | \$ - | | 2,042.00 | | 2,042.00 | | \$ 625 | |
| field trip | | | 0.00 | | | 0.00 | | 0.00 | | \$ - | | 1,800.00 | | 1,800.00 | | \$ - | |
| staff development | 2,290.85 | | 0.00 | | | 565.85 | | 0.00 | | \$ - | | 242.00 | | 242.00 | | \$ 625 | |
| Camps, conference, convention & meetings | 4,167.14 | | 0.00 | | | 0.00 | | 0.00 | | \$ - | | 1,800.00 | | 1,800.00 | | \$ - | |
| campus expenses | 539,478.73 | | 55,318.44 | | | 31,012.65 | | 88,268.30 | | 54,226.99 | | 47,910.58 | | 50,556.81 | | 71,716.56 | |
| rentals: equipment, storage, bus | | | 55,318.44 | | | 27,872.65 | | 86,768.30 | | \$ 46,742.39 | | 43,303.58 | | 45,949.81 | | \$ 71,716.56 | |
| admission fees | 11,472.56 | | 0.00 | | | 1,140.00 | | 1,500.00 | | \$ 2,956.60 | | 607.00 | | 607.00 | | \$ - | |
| Professional fees (e.g. photographer) | 17,699.00 | | 0.00 | | | 2,000.00 | | 0.00 | | \$ 4,528.00 | | 4,000.00 | | 4,000.00 | | \$ - | |
| Supplies - general | | | - | | | 0.00 | | 0.00 | | - | | 0.00 | | 0.00 | | - | |
| office supplies | 7,230.83 | | 6,693.62 | | | 590.06 | | 1,291.47 | | 4,268.52 | | 1,186.00 | | 1,196.00 | | 947.89 | |
| equipment purchase | 6,391.55 | | 0.00 | | | 0.00 | | 0.00 | | 360.50 | | 67.00 | | 67.00 | | \$ 0.00 | |
| teaching materials | 13,265.69 | | 5,131.06 | | | 88.62 | | 383.39 | | 368.17 | | 16.00 | | 16.00 | | \$ 0.00 | |
| nurse supplies | 1,354.67 | | 0.00 | | | 749.80 | | 191.05 | | 3,539.85 | | 820.00 | | 820.00 | | \$558.73 | |
| gifts | 309.25 | | 0.00 | | | 0.00 | | 200.00 | | 0.00 | | 51.00 | | 51.00 | | \$102.08 | |
| Photo film/processing | 1,006.17 | | 404.12 | | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | \$81.32 | |
| Recruiting (background checks) | | | 337.00 | | | 68.00 | | 240.41 | | 266.00 | | 41.00 | | 105.00 | | \$205.76 | |
| Miscellaneous expenses | | | - | | | 0.00 | | 0.00 | | - | | 0.00 | | 0.00 | | 328.00 | |
| Total Operating Expenses | 782,286.40 | | 78,396.16 | | | 55,388.72 | | 109,128.57 | | 79,717.86 | | 67,039.58 | | 69,912.81 | | 89,721.04 | |
| Cost per camper | 885.94 | | 834.00 | | | 675.47 | | 924.82 | | 718.18 | | 882.10 | | 944.77 | | 996.90 | |
| Net Income (Loss) without using carryover | 104,408.65 | | 13,703.84 | | | 18,411.28 | | 2,771.43 | | \$ 28,382 | | 9,610.42 | | 4,937.19 | | \$ 3,024 | |
| Previous Year Carryover | 157,567.92 | | 16,856.56 | | | 16,856.56 | | 5,856.88 | | 16,856.56 | | 16,856.56 | | 16,856.56 | | 16,856.56 | |
| Net Income (Loss) using carryover | 260,644.81 | | \$ 30,560.40 | | | \$ 35,267.84 | | \$ 8,628.31 | | \$ 45,238.70 | | \$ 26,466.98 | | \$ 21,793.75 | | \$ 19,882.57 | |

Actuals: 2016 camps

| | Stanford Curie | Stanford Hopper | Whittier |
|--|---------------------|---------------------|---------------------|
| Attendees | | | |
| # of Campers | 80 | 80 | 78 |
| # of Camp Directors | 2 | 2 | 1 |
| # of Teachers | 6 | 6 | 5 |
| # of Staff | 6 | 1 | 3 |
| # of Dorm Moms | 7 | 7 | 6 |
| # of J/Sr Counselors | 7 | 7 | 8 |
| Total of Attendees | 108 | 103 | 101 |
| Revenue & Support | | | |
| Contributions (# campers x \$900) | 72,000.00 | 72,000.00 | 70,200.00 |
| Corporate grants through AAUW | 22,100.00 | 11,500.00 | 8,750.00 |
| Total Revenue & Support | 94,100.00 | 83,500.00 | 78,950.00 |
| Operating Expenses | | | |
| 1% Admin Fee transferred to 5044 | 720.00 | 720.00 | 702.00 |
| Total Stipends | 13,900.00 | 13,200.00 | 13,005.00 |
| Director | 2,500.00 | 2,500.00 | 2,500.00 |
| Core Teachers | 8,400.00 | 8,400.00 | 6,000.00 |
| Workshops | 1,400.00 | 1,400.00 | 1,605.00 |
| Nurse | 300.00 | 100.00 | 300.00 |
| Dorm Moms | 700.00 | 700.00 | 600.00 |
| Others (describe) | 600.00 | 100.00 | 2,000.00 |
| Printing & production (T-shirts, logo items) | 1,120.01 | 1,062.11 | 1,104.62 |
| Postage & shipping | 117.49 | 108.16 | 26.10 |
| Copying/Duplicating | 92.03 | 88.03 | 157.78 |
| Travel - airfare | - | 120.60 | - |
| Travel - ground (mileage, car rental) | 1,806.22 | 1,782.88 | 1,268.43 |
| staff mileage | 1,806.22 | 1,782.88 | 1,268.43 |
| car rental (provide explanation) | 0.00 | 0.00 | 0.00 |
| Travel - lodging (hotels) | - | - | - |
| Travel - meals (not through campus) | 66.91 | 800.95 | 315.28 |
| field trip | 0.00 | 616.00 | 0.00 |
| staff development | 66.91 | 184.95 | 315.28 |
| Camps, conference, convention & meetings | 59,323.38 | 65,070.59 | 45,245.99 |
| campus expenses | \$ 58,550.35 | 63,457.56 | 39,799.09 |
| rentals: equipment, storage, bus | \$ 773.03 | 773.03 | 3,115.90 |
| admission fees | \$ - | 840.00 | 2,331.00 |
| Professional fees (e.g. photographer) | - | - | - |
| Supplies - general | 6,314.35 | 3,752.75 | 2,108.76 |
| office supplies | 4,181.63 | 473.17 | 200.00 |
| equipment purchase | 1,937.27 | 2,487.22 | 408.45 |
| teaching materials | 195.45 | 667.53 | 1,061.06 |
| nurse supplies | 0.00 | 20.56 | 189.18 |
| gifts | 0.00 | 27.93 | 0.00 |
| Photo film/processing | 0.00 | 76.34 | 250.07 |
| Recruiting (background checks) | 168.00 | 45.00 | - |
| Miscellaneous expenses | - | - | - |
| Total Operating Expenses | 83,628.39 | 86,751.07 | 63,933.96 |
| Cost per camper | 1,045.35 | 1,084.39 | 819.67 |
| Net Income (Loss) without using carryover | \$ 10,472 | \$ (3,251) | \$ 15,016 |
| Previous Year Carryover | 16,856.56 | 16,856.56 | 16,856.56 |
| Net Income (Loss) using carryover | \$ 27,328.17 | \$ 13,605.49 | \$ 31,872.60 |



January 2017 Quarterly Committee Report

Committee Name: YWTF

Chair: Charmen Goehring

Updates not included in Strategic Plan:

- None.

Items for Board Discussion:

- None.

Motions

- None submitted.



2018 Convention

To: Donna Mertens, President, AAUW CA
AAUW CA Board of Directors

From: Kathleen Doty,
Past AAUW CA President, Prospective 2018 AAUW CA Convention Manager

Date: January 7, 2017

RE: Should AAUW CA continue to sponsor state-wide conventions? Immediate question – should AAUW CA hold a state-wide convention in 2018?

Background: In 2012, the AAUW CA Board of Directors recognized that as a result of a shift to “one member-one vote” in 2008-2009 there was no longer business being conducted at annual conventions. In addition, they determined there was too much competition for members’ registration monies and participation time in a state-wide convention in the odd numbered years when AAUW National Conventions are held. As a consequence, AAUW CA Policies and Procedures regarding annual conventions were changed to biannual conventions (containing, among program enhancements such as workshops and social functions, the required annual meeting) to be held in even numbered years and annual meetings (without the program enhancements of a convention) to be held in odd numbered years.

The first Annual Meeting, without program enhancements, after the policy changes was held in 2013 and the first Biannual Convention was held in 2014. Subsequently another Annual Meeting was held in 2015 and another Biannual Convention was held in 2016. The attendance and revenues were not encouraging.

| Year | 2014 | 2016 |
|-------------------|-----------|------------|
| Attendance | ~221 | 257 |
| Profit/(Loss) | (\$3,512) | (\$24,100) |
| Registration fees | \$533* | \$239* |
| Hotel cost | \$104 | \$139 |

*early registration including all meal functions

In early November, 2016 a survey of the AAUW CA membership was conducted. 334 members completed the survey. Of note to me was the following:

- More than half of the respondents (60%) are willing to pay between \$200 and \$300 for the overall convention price.
- Almost 90% are willing to pay \$125-\$150 per night for hotel.

The 2016 convention tried to set the fees to be attractive to members, along with a reasonable hotel rate. In fact, both fell within the results of the survey. And yet, the 2016 convention suffered a significant loss.



2018 Convention

Additional information: In 2015 and 2016 multiple Leadership Days providing workshops on general leadership topics on a single day were held in various regions of the state. All were reasonably well attended and it is my understanding that all broke even, or were close. (I do not have the exact registration numbers and net profit/(loss) for these events available at this time.)

Questions:

1. Should AAUW CA continue to hold state-wide conventions?
2. If the answer is yes, what direction can the AAUW CA Board of Directors give for the planning of the 2018 Convention?
3. If the answer is no, should the board consider regional meetings such as the Leadership Days in place of a singular convention?

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 | Status Updates |
|--|--------------------------|-----------|--|
| 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 | October 2016 Update Expected completion 10/8/16 January 2017 Update Completed; continuing contacts if they have questions or issues. |
| 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 | October 2016 Update Expected completion 10/8/16 and ongoing for rapport/support January 2017 Update Completed; ongoing if MVPs have questions or issues |
| 3. Solicit member and branch officer input on an article to be published in the Perspective and/or Board-to-Board. | Membership | Ongoing | October 2016 Update Written, but not sent - planning to send soon January 2017 Update Used article for Perspective instead; sending to branches isn't working because can't coordinate and no guarantee it will be used by branches |
| 4. Send a Board-to-Board monthly email containing ideas on recruitment and retention. | Membership | Ongoing | October 2016 Update Haven't gotten to yet January 2017 Update Getting that information is tricky and impractical. |
| 5. Create and present Diversity and Inclusion information for annual meeting | Membership/ Diversity | 4/22/2017 | October 2016 Update <i>No update submitted.</i> January 2017 Update No progress |
| 6. Encourage use of list of national members in each district for branch membership recruitment | Membership | Ongoing | October 2016 Update Sent instructions to Committee on how MVPs can get the list January 2017 Update Completed. Used B2B |
| 7. NPR PSA message available to branches for distribution. | D&M | 4/1/2017 | October 2016 Update No progress made as yet. April '17 still ETA January 2017 Update <i>No update submitted.</i> |

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|--|-----|-----------|---|
| 8. Send PDFs (2 versions) of the Development and Marketing brochure. | D&M | 10/1/2016 | October 2016 Update Their original plan appears impossible - other solutions being sought. January 2017 Update A PDF version of the M&D brochure is available on the website. Thanks to Sandi Gabe and Jim Holzgraf for working hard to make this happen. Completed |
|--|-----|-----------|---|

I-B Provide tools and resources to assist branches in retaining membership at 90%.

| Action Items | Responsible Committee | Deadline | Status Updates |
|--|--------------------------|----------|--|
| 1. Encourage all branches to include online payment option | Membership | 2/5/2017 | October 2016 Update Need to collaborate with Finance January 2017 Update No progress |
| 2. Send branches information on how to obtain ADA accommodations for members with disabilities | Membership | Ongoing | October 2016 Update Will work on through B2Bs, monthly email to branches, and article for branch newsletters (1A3 and 1A4) - will get information from ADA site and LB member, Cacilia Kim January 2017 Update No progress |
| 3. Encourage branches to connect new members with veteran members of similar interests | Membership | Ongoing | October 2016 Update Will work on through B2Bs, monthly email to branches, and article for branch newsletters (1A3 and 1A4) January 2017 Update Completed. January B2B |
| 4. Encourage branches to form interest groups specifically for younger women | Membership/ Diversity | Ongoing | October 2016 Update Will work on through B2Bs, monthly email to branches, and article for branch newsletters (1A3 and 1A4) January 2017 Update Semi-completed (encouraged to recruit younger members). B2B and Perspective |

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| 5. Determine how to best measure diversity in branches/state to inform future goals | Membership/ Diversity | Jan- tentative | October 2016 Update Ongoing January 2017 Update Waiting on response from subcommittee |
| 6. Develop orientation materials for branch membership VPs and direct branch membership VPs to existing materials | Membership | Ongoing | October 2016 Update Completed through follow-up emails sent to MVPs in 1A1 and 1A2 January 2017 Update Completed. |

I-C Model behaviors that enhance the visibility and appeal of AAUW.

| Action Items | Responsible Committee | Deadline | Status Updates |
|---|-----------------------------------|-----------|--|
| 1. Encourage branches to collaborate/outreach at least one community event and report back to the state | Membership | 11/15/16 | October 2016 Update Completed via Perspective article and first B2B January 2017 Update Completed |
| 2. Outreach to branch Membership VPs to survey branch progress on membership growth, retention, and needs | Membership | 4/15/2017 | October 2016 Update First contact with MVPs; ongoing January 2017 Update Completed and ongoing |
| 3. Send branches information on how to outreach via social media (e.g., LinkedIn, Twitter, Facebook, etc.) | Membership/ Communication s | 12/15/16 | October 2016 Update Incomplete January 2017 Update Communications Update: "Tech Corner" containing information on common communication tools including pros, cons and costs developed and posted on website |
| 4. Send an article on membership retention to branch newsletter editors, coordinating with Branch Support, Leadership Development, and Programming | Membership | 02/15/17 | October 2016 Update Once article written (see 1A3) January 2017 Update See 1A3. Completed. |
| 5. Initiate a collection of actions (with description & "how to" as needed) that will inspire and assist AAUW members to "walk the (AAUW Value Promise) talk." Design to be completed by Jan 15, 2017; 10 actions and plan for maintenance completed by April 15. | Branch Support | 10/15/16 | October 2016 Update Little progress - hope to have an outline/structure defined by 10/15 January 2017 Update Branch Support Update: Reworked initial structure. Need to review concept |

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| Survey to test "inspire and assist" est. July 2017. | | | w/Membership and reword Action Item. |
| 6. Encourage branches to use Social Media. Be an example to the branches | D & M | ongoing | October 2016 Update LACIC is currently using Facebook and is revitalizing its website. Looking for connection with other branches and interbranch councils to encourage them. January 2017 Update Communications Update: We use Facebook, Twitter, Instagram and have a web presence. In order to highlight the success of these items we will include a highlight of a successful use of the tools in the monthly B2B publications. |

I-D Provide tools and resources to increase California C/U partners by 20%.

| Action Items | Responsible Committee | Deadline | Status Updates |
|--|-----------------------|----------|---|
| 1. Encourage branches to collaborate on at least one event at a C/U campus | Membership/ C/U | Ongoing | October 2016 Update September B2B encouraged branches to table on campus. Future B2B and Perspective articles will encourage other event participation. January 2017 Update Completed. |
| 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 | October 2016 Update This list is progressing and will be finished by the due date. January 2017 Update Working on this. |
| 3. Create brief outline of C/U value to branch and to college | Membership/ C/U | 10/08/16 | October 2016 Update In progress and we would like to put it on the website when we are finished. January 2017 Update |

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| | | | Ongoing through B2B and Perspective. |
| 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 | <p>October 2016 Update The Fall Perspective article encouraged support for NCCWSL. Other B2B and Perspective articles will encourage support for the other programs.</p> <p>January 2017 Update Completed. Ongoing through B2B and Perspective.</p> |
| 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 | <p>October 2016 Update 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.</p> <p>January 2017 Update Ongoing through B2B and Perspective. Apparently Google Hangout is too confusing. Need to revisit. Maybe change to a Facebook page.</p> |
| 6. Encourage branches to sponsor student affiliate members or graduate students to attend NCCWSL. | Membership/ C/U | Oct- Ongoing | <p>October 2016 Update 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.</p> <p>January 2017 Update Ongoing through B2B and Perspective.</p> |

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| 7. Provide a local “Give a Grad a Gift” brochure to the branches and C/U partners | D & M | 01/01/17 | <p>October 2016 Update The brochure has not been developed but tools have been created for branches. This quarter's focus will be the creation of the brochure.</p> <p>January 2017 Update A rough draft brochure will be available at the January board meeting.</p> |
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I-E Increase the number of YWTF chapters to a total of 5.

| Action Items | Responsible Committee | Deadline | Status Updates |
|---|-----------------------|----------|---|
| 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 | 06/10/17 | <p>October 2016 Update 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.</p> <p>January 2017 Update Returned only one email this quarter with info re: local YWTF efforts in the LA area.</p> |
| 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 | <p>October 2016 Update Ongoing support via email with SF and Stockton Chapters, discussion with Sac State student affiliate about collaborating on chapter formation for graduates.</p> <p>January 2017 Update Continued support of Stockton YWTF-participated in chapter conference call.</p> |
| 3. Foster collaboration between at least 5 YWTF chapters and nearby AAUW CA branches by connecting key parties and providing support via email and/or phone. | YWTF | 6/1/2017 | <p>October 2016 Update <i>No update submitted.</i></p> <p>January 2017 Update Continued encouragement of collaboration between Stockton AAUW and Stockton YWTF. Included Stockton YWTF in lobbying pilot group</p> |

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| | | | as well as on conference call with PP staff in DC. |
| 4. Offer physical support to emerging YWTF chapters at events as necessary and practical. | YWTF | 6/1/2017 | October 2016 Update <i>No update submitted.</i> January 2017 Update Need has not yet arisen. |

II-A 20 branches will participate in Speech Trek.

| Action Items | Responsible Committee | Deadline | Status Updates |
|---|-----------------------|----------|---|
| 1. Recruit branches through B2B and Perspective | Speech Trek | 3/1/2017 | October 2016 Update 16 branches are planning to participate. January 2017 Update 18 branches are planning to participate. |
| 2. Identify additional sponsorship | Speech Trek | 4/1/2017 | October 2016 Update Shelley Mitchell continues to work on this. January 2017 Update Maura Jones has donated \$1000 to help pay for the lapel microphones at the state competition. |

II-B Increase participation in financial literacy programs by 10% (Flip, Start Smart, Money Trek, Work Smart)

| Action Items | Responsible Committee | Deadline | Status Updates |
|--|-----------------------|----------|--|
| 1. Seek grant money to support additional resource development | Program | ongoing | October 2016 Update <i>No update submitted.</i> January 2017 Update Committee members continue to solicit. |
| 2. Revise all modules to make more descriptive and attractive | Program | 4/1/2017 | October 2016 Update Modules examined and changes suggested. Final approval and posting in the works. January 2017 Update |

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| | | | Subcommittee editing with initial submissions due January 30. |
| 3. Create new modules for retirees and widows | Program | Sept. 2017 | October 2016 Update <i>No update submitted.</i> January 2017 Update Subcommittee gathering info. |
| 4. Publicize financial literacy resources via Board to Board, California Perspective and website. | Program | ongoing | October 2016 Update <i>No update submitted.</i> January 2017 Update Financial literacy chair has publicized on website and via articles. |

II-C 20 branches will submit for mission-based program recognition.

| Action Items | Responsible Committee | Deadline | Status Updates |
|--|-----------------------|----------|---|
| 1. Increase number of submission by 20% to 18 branches. | Program | 10/01/16 | October 2016 Update B2B articles. January 2017 Update B2B and Perspective Articles. Individual contacts in February. |
| 2. Re-evaluate whether to continue in its present form based on branch submissions. | Program | 6/1/2017 | October 2016 Update Awaiting submissions January 2017 Update Applications submitted and approved. |
| 3. Provide guidelines for identifying mission based programs by posting on website and informing members via Board to Board how to find the information. | Program | 10/01/16 | October 2016 Update Helene Carr, in process. January 2017 Update Helene is finalizing information. |
| 4. Encourage members to use website to locate program resources via Board to Board and fall information packet. | Program | ongoing | October 2016 Update Website rewrite. January 2017 Update B2B and Perspective articles. |

II-D Each year branches will deliver 50% of their programs as mission-based.

| Action Items | Responsible Committee | Deadline | Status Updates |
|------------------------------------|-----------------------|----------|--|
| 1. Request schedules from branches | Program | | October 2016 Update Requested Oct B2B. January 2017 Update |

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| | | | No update. Not sure how we will get the information and what we can do with it. |
| 2. Provide information and encourage participation in Leadership: Yesterday, Today, tomorrow | Program | ongoing | October 2016 Update Perspective article, 2 B2B articles, conference call 9/17/16 January 2017 Update Perspective article, b2b, conference calls on 10/25/11/22 and 12/17 with notes by host, |
| 3. Provide information on international women's issues and suggestions for programs for International Women's Day | Program | 03/31/17 | October 2016 Update Subcommittee researching info January 2017 Update Information on issues posted to web. Subcommittee developing list of programs for International Women's Day to be posted to website. |

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 | Status Updates |
|--|-----------------------|----------|--|
| 1. Set focus in consultation per P&P | Program | 5/1/2017 | October 2016 Update Applicable? January 2017 Update Completed |
| 2. Contact presenters and speakers | Program | 8/1/2017 | October 2016 Update Not applicable. January 2017 Update Completed |
| 3. Encourage branches to attend | Program | ongoing | October 2016 Update applicable? January 2017 Update Committee are encouraging via IBC and other meetings. |
| 4. Find sponsors or receive grants to lower the cost of the Annual Meeting to a reasonable amount. | D & M | 01/01/17 | October 2016 Update No progress to date but several possible sponsor have been identified. January 2017 Update Maura Jones will be donating \$1000 from Adobe for the annual meeting. |

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 | Status Updates |
|---|-----------------------|-----------------------|--|
| 1. Develop workshops, venues & dates | Leadership | Dec. B2B, Perspective | October 2016 Update <i>No update submitted.</i> January 2017 Update Four workshops have been scheduled March-May 2017. |
| 2. Develop Job-Alike-Just in Time Video | Leadership | June 1, 2017 | October 2016 Update <i>No update submitted.</i> January 2017 Update Most presenters have been notified - they will be developed in the New Year and hopefully completed by June 2017. |

III-B Plan and conduct leadership development in a minimum of six geographically diverse regions.

| Action Items | Responsible Committee | Deadline | Status Updates |
|--|-----------------------|---|--|
| 1. Plan workshops for North, Far North, Central Coast, San Diego, LA & East N. | Leadership | 12/15/2016 | October 2016 Update <i>No update submitted.</i> January 2017 Update North (Redding), East Bay/Central, Los Angeles and West Bay leadership days have been scheduled. Santa Barbara/SLO and San Diego are still pending. |
| 2. Select venue & date | Leadership | 12/15/2016 | October 2016 Update <i>No update submitted.</i> January 2017 Update March 11th (West Bay), Los Angeles (March 25th), East Bay (April 1st), Redding (May 6th) |
| 3. Distribute and market publicity on leadership events to entities outside of AAUW. | D & M | ongoing - based on dates of Leadership Days | October 2016 Update No leadership days have been identified. January 2017 Update |

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| | | | The committee will begin work after the next conference call. |
| 4. Investigate possibility of CEUs for attendance at leadership days and/or state convention. | D & M | TBD | October 2016 Update No progress to date. January 2017 Update 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 | October 2016 Update <i>No update submitted.</i> January 2017 Update Completed. |

III-C Provide Job-Alike-Just in Time Video Tutorial for incoming officers.

| Action Items | Responsible Committee | Deadline | Status Updates |
|--|-----------------------|----------|--|
| 1. Identify Presenters | Leadership | 10/15/16 | October 2016 Update <i>No update submitted.</i> January 2017 Update Presenters are identified and most have been notified. |
| 2. Survey branches for leadership development training preferences and needs – topics, style, setting, and location. | Branch Support | 10/15/16 | October 2016 Update 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. January 2017 Update Completed. Nov. 1, 2016 |
| 3. Create Consistent Format | Kim Wilber | 01/15/17 | October 2016 Update <i>No update submitted.</i> January 2017 Update <i>No update submitted.</i> |

III-D Develop leadership training that will mobilize younger members/new members to be involved.

| Action Items | Responsible Committee | Deadline | Status Updates |
|--|-----------------------|----------|---|
| 1. Gather statistics of younger/newer branch members | Leadership Membership | 02/01/17 | October 2016 Update Incomplete. January 2017 Update |

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| | | | <i>No update submitted.</i> |
| 2. Instruct branches on how to engage younger women | Leadership | on-going | October 2016 Update <i>No update submitted.</i> January 2017 Update Developing Workshop for Leadership Days entitled "Empower, Engage & Retain Younger Members for March 25th Los Angeles. |

III-E Encourage leadership growth through local lobbying efforts.

| Action Items | Responsible Committee | Deadline | Status Updates |
|---|-----------------------|----------|--|
| 1. Identify up to 10 branches who are interested in lobbying at the local level. | L & A Subcommittee | 10/01/16 | October 2016 Update As of 9/30, 5-6 branches identified, still reaching out to additional branches January 2017 Update Pilot group formed with 9 branches and 1 YWTF chapter. |
| 2. Communicate with pilot group members about lobbying and advocacy activities, as well as education opportunities, at least monthly via email, conference call or other means. | L & A Subcommittee | 02/01/17 | October 2016 Update Article in B2B garnered several interested branches, reaching out to targeted others. January 2017 Update Emails outlining plans for subcommittee/pilot group sent to all members of group, tour of Capitol planned and executed with approximately 20 members representing 6/10 branches, article in Perspective regarding Capitol tour. |
| 3. Track progress and report to PP committee at least quarterly. | L & A Subcommittee | 06/01/17 | October 2016 Update <i>No update submitted.</i> January 2017 Update Email with progress noted sent to PP committee in January. |

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| 4. Collaborate at least monthly with lobbyist on strategies and procedures for involving local members in lobbying efforts. | L & A Subcommittee | 10/01/16 | October 2016 Update Conference call set with Lobbyist and subcommittee for Oct 5. January 2017 Update Conference call held between lobbyist, subcommittee leaders, PP committee chair and DC based grassroots advocacy chair for AAUW re: materials, webinars avail to use for lobbying education. |
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IV. Increase donations to the AAUW Fund.

IV-A Introduce members to fellowship and grant recipients.

| Action Items | Responsible Committee | Deadline | Status Updates |
|--|-----------------------|---------------------|--|
| 1. Post videos of Fellowship recipient presentations done at Fund luncheons. | Fund (with Web Team) | 11/01/16 | October 2016 Update Fellowship recipients contacted say they're too busy or don't have access to video equipment. Committee working on videos of Fund luncheons. January 2017 Update Fellows contacted indicated they are busy with travel and studies. Committee feels that the luncheon videos will suffice. Videos of Fellowship recipients who attended Fund luncheons and their presentations are on AAUW CA website |
| 2. Schedule AAUW Fund recipients to speak at branches and IBC meetings | Fund | June 2016 (ongoing) | October 2016 Update 1 recipient scheduled to speak in November. An LAF litigant scheduled to speak in January and February. 7 requests for 2017 pending. January 2017 Update 19 speaking engagements are scheduled at branches in 2017 and 3 requests are pending. 3 |

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| | | | recipients spoke at branches in November and December. |
| 3. Post information about Fellowship and Grant recipients studying in California in 2016-17 on AAUWCA website | Fund (with Web Team) | 12/01/16 | October 2016 Update Information sent to Web team. They are waiting until the site is moved to its new home before they post it. January 2017 Update Completed 11/16. |
| 4. Have Fund luncheons regionally in California. | Fund | 06/01/17 | October 2016 Update 2 luncheons scheduled in October and 1 scheduled in February. 1 LAF luncheon scheduled in January. January 2017 Update 1 LAF luncheon is scheduled in January in Pomona and 1 Fund luncheon is scheduled in February with Central Coast IBC. 2 luncheons held in October with 250 members attending and 13 Fellowship and Grant recipients making presentations. |

IV-B Streamline the ability to donate.

| Action Items | Responsible Committee | Deadline | Status Updates |
|---|-----------------------|----------|---|
| 1. Accept credit card payments | | | October 2016 Update Link to National site on Fund page January 2017 Update Completed 11/16 |
| 2. Have a donate button on the website. | | 08/01/16 | October 2016 Update Link to National site on Fund page. January 2017 Update Completed 11/16. |

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| 3. Encourage CA branches to donate to the AAUW Fund as well as to AAUWCA unfinished endowments. | Fund | 06/01/17 | October 2016 Update One endowment scheduled to be completed by end of October. Donations at the end of 2nd quarter exceed donations for all of 2016. January 2017 Update Jean Aldrich endowment completed. 12/16. As of the end of the 3rd quarter, \$1, 514, 218.33 has been contributed to AAUW by CA members and branches, far exceeding 2015 donations. |
| 4. All board members donate to the AAUW Fund, amount at their discretion. | Fund (with Board) | 12/01/16 | October 2016 Update Will have information in February if not before. January 2017 Update As of end of 3rd quarter, 8 board members have donated to AAUW Fund. |

IV-C Educate members about the AAUW Fund.

| Action Items | Responsible Committee | Deadline | Status Updates |
|--|-----------------------|---------------------|--|
| 1. Increase educational materials sent to branches. | Fund | June 2017 (ongoing) | October 2016 Update Information included in B2B and in emails to branch Fund V.P.s or anyone requesting it. January 2017 Update Materials continue to be provided. Committee chair spoke at Rancho Bernardo branch meeting in November. |
| 2. Educate members about the philanthropic aspects of the AAUW mission and the concept of unrestricted giving. | Fund | June 2017 (ongoing) | October 2016 Update Information included in B2B and in emails to branch Fund V.P.s January 2017 Update See above. |
| 3. Film the Fund luncheon(s) for posting on YouTube | D & M | 10/01/16 | October 2016 Update <i>No update submitted.</i> January 2017 Update Completed. 10/16 |



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 | Status Updates |
|--|-----------------------|----------|--|
| 1. Confirm public policy priorities with member input by sending out a survey to be completed by each branch with a November 30, 2017 deadline. | Public Policy | 11/30/17 | <p>October 2016 Update 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.</p> <p>January 2017 Update Input and draft document completed December 2016.</p> |
| 2. Identify, take positions, and monitor legislation in California consistent with AAUW CA public policy priorities in 2017 legislative session. | Public Policy | 03/31/17 | <p>October 2016 Update This will be part of the new legislative session which begins in January 2017.</p> <p>January 2017 Update Public Policy Committee will meet with lobbyist in March 2017.</p> |
| 3. Use Action Alerts and social media as needed to provide legislative information to members and to encourage members to communicate with legislators/governor. | Public Policy | ongoing | <p>October 2016 Update 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.</p> <p>January 2017 Update <i>No update provided.</i></p> |
| 4. Develop a Public Policy Brochure stating our priorities for 2017 – 2019 to be distributed by July 2017. | Public Policy | 07/01/17 | <p>October 2016 Update The brochure will be developed and printed following the receipt of member input.</p> <p>January 2017 Update Member input completed and draft document developed December 2016. Brochure will be printed following member vote in the spring.</p> |

V-B Implement national voter education program in 50 branches.

| Action Items | Responsible Committee | Deadline | Status Updates |
|--|-----------------------|-----------|---|
| 1. Study and take positions on qualified 2016 initiatives prior to Nov election. | Public Policy | | October 2016 Update Missing due to input error of President. January 2017 Update Completed November 2016. Information printed in Perspectives and posted on website. |
| 2. Provide branches with resource information about the November 2016 election. | Public Policy | Fall 2016 | October 2016 Update Missing due to input error of President January 2017 Update Election information provided via branch messages, B2B, Perspectives, and website. Completed November 2016. |
| 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 | October 2016 Update Missing due to input error of President January 2017 Update Completed November 2016. |
| 4. Use Google group and other contact options to solicit reports on branch participation. | Public Policy | Fall 2016 | October 2016 Update Missing due to input error of President January 2017 Update Completed November 2016. Used B2B and branch messages to request election activity reports. Report form emailed to all branches. 33 branches reported. |

IV-C Educate members about the AAUW Fund.

| Action Items | Responsible Committee | Deadline | Status Updates |
|--|-----------------------|---------------------------|--|
| 1. Send a pay equity insert email to all branches by April 2016. | D & M | 04/01/17 | October 2016 Update <i>No update submitted.</i> January 2017 Update Planning is in progress regarding content of message. |
| 2. Provide information resources and on ways branches can support PED. | Public Policy | February March 2017 | October 2016 Update Resources will be posted on the website and the March |

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| | | | B2B will include reference to that web page. January 2017 Update April 4 is PED. Links to state and national resources will be sent to branches in February. |
| 3. Write an article on PED for branches to use in their newsletters in February 2017. | Public Policy | 02/01/17 | October 2016 Update A member of the PP Committee has taken responsibility for writing the article in February to be sent to the branches in March 2017 January 2017 Update Article will be sent in February and posted on website. |
| 4. Develop google group to solicit reports on branch participation to be completed by March 2017. | Public Policy | Mar-Apr 2017 | October 2016 Update 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. January 2017 Update PP Committee will work with Communication Committee on this task. |

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 | Status Updates |
|---|-----------------------|----------|---|
| 1 Work with the AAUW CA Title IX Coordinator. | Public Policy | ongoing | October 2016 Update Sue Miller has been in contact with the Coordinator to set up a process for work on Title IX. January 2017 Update Title IX Coordinator is now under Public Policy. Sue Miller is working with coordinator - ongoing. |

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| 2. Provide information to branches on Title IX compliance requirements by November 2016. | Public Policy | 11/01/17 | October 2016 Update Information has been posted on the AAUW website. January 2017 Update Material is available on AAUW national website. Branches have been directed to this site. |
| 3. Solicit reports from branches on their efforts to promote Title IX compliance. Due May 2017. | Public Policy | Spring 2017 | October 2016 Update This will take place in 2017. A process for obtaining the reports has not yet been developed. January 2017 Update A report form similar to that used for the election activities report will be developed and emailed to all branches. |
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VI-A Determine 3 areas of controllable costs for reasonable/competitive bids annually.

| Action Items | Responsible Committee | Deadline | Status Updates |
|---|-----------------------|----------|---|
| 1. Determine areas | Finance | 10/31/16 | October 2016 Update Need to assess impact of actions by Communications Chair. Still seeking competitive bids for insurance. January 2017 Update Complete. Limited to insurance |
| 2. Develop strategies/Seek competitive bids | Finance | 03/31/17 | October 2016 Update <i>No update submitted.</i> January 2017 Update Insurance bid not through our broker will be obtained from one insurer. |
| 3. Adjust FY 2017/18 Budget | Finance | 05/31/17 | October 2016 Update <i>No update submitted.</i> January 2017 Update Will not be done until 07/2017 |
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VI-B Increase participation in MPP 10% from 2016 level.

| Action Items | Responsible Committee | Deadline | Status Updates |
|--|-----------------------|----------|---|
| 1. Determine branches not participating | Finance | 10/01/16 | October 2016 Update Completed 7/20/16. January 2017 Update Complete. |
| 2. Contact all branches not participating with benefits of MPP | Finance | 10/31/16 | October 2016 Update Subject of late September/early October call with Finance Committee. January 2017 Update Not all finance committee members have completed this task. |
| 3. Follow up with the 20 branches with highest membership | Finance | 12/31/16 | October 2016 Update <i>No update submitted.</i> January 2017 Update Still awaiting completion finals report from committee members |
| 4. Ask National for MPP participants | Finance | 03/31/17 | October 2016 Update <i>No update submitted.</i> January 2017 Update No change. |
| 5. Assess steps for next year | Finance | 06/30/17 | October 2016 Update <i>No update submitted.</i> January 2017 Update No change. |

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

| Action Items | Responsible Committee | Deadline | Status Updates |
|---|-----------------------|----------|---|
| 1. Revise TT P & P, taking out unnecessary references to SPF. | SPOC | 10/01/16 | October 2016 Update Complete – September 2016 January 2017 Update Complete |
| 2. Update TT P & P with an anti-discrimination section | SPOC | 10/01/16 | October 2016 Update Complete – September 2016 January 2017 Update Complete |
| 3. Develop a model for interviewing TT girls | SPOC | 01/01/17 | October 2016 Update in progress January 2017 Update Complete |

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| 4. Finish ADA training video | | 04/01/17 | October 2016 Update in progress January 2017 Update Work has not progressed on this item. |
| 5. Develop guidelines to evaluate dorm moms, teachers, classes and overall camp programs | SPOC | 04/01/17 | October 2016 Update in progress January 2017 Update TT leaders have asked us not to do this. Camp directors have their own ways of evaluating. |
| 6. Send TT and ST P & P to branches | SPOC | 10/01/16 | October 2016 Update delayed due to update of TT P&P – December 2016 January 2017 Update Speech Trek P&P have been sent to branches. Tech Trek P&P are being revised. |
| 7. 20 branches will participate in Speech Trek | SPOC | 01/01/17 | October 2016 Update 16 currently January 2017 Update 18 currently |
| 8. Research alternate funding for Speech Trek | SPOC | 01/01/17 | October 2016 Update Shelley Mitchell is working on this. January 2017 Update Shelley Mitchell continues her work. |
| 9. Procure policy and procedure documents for state projects and review for compliance with state general policies and procedures | Governance | 04/01/17 | October 2016 Update <i>No update submitted.</i> January 2017 Update TT P&P's have been reviewed and revised to reflect areas of responsibility for AAUW CA per LOA with National. Will be presented at board mtg. for action. |

VI-D Establish new state projects.

| Action Items | Responsible Committee | Deadline | Status Updates |
|---|-----------------------|----------|---|
| 1. Develop a policy and a form that branches can use to submit proposals for new project grants | SPOC | 04/01/17 | October 2016 Update Complete – September 2016 January 2017 Update Complete |

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 | Status Updates |
|---|-----------------------|--|--|
| 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 | October 2016 Update In process, pending Oct. discussion with legal representation with National. January 2017 Update Received A of C from all but one incorporated branch --- that one is being supplied by the CA SOS office and has yet to arrive. Considering it's missing indicates not current changes and the branch is probably OK. Needed to procure these before we addressed the state issue as we planned to deal with branch problems at the same time as the state. Have determined there are no issues with the incorporated branches with their A/C and the attorney is moving forward with the CA SOS to hopefully resolve the issue without requiring a membership vote. Attorney has been directed that we must know where we stand ASAP. |
| 2. Review all policies and procedures for AAUW CA for compliance and continuity | Governance | 05/01/17 | October 2016 Update In process. May 21, 2017 for any items requiring a full membership vote January 2017 Update Ongoing |
| 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 | October 2016 Update <i>No update submitted.</i> January 2017 Update Pending. --- attorney working with SOS office at this time |

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| 4. Prepare recommendations for future revisions to bylaws. | Governance | 04/01/17 | October 2016 Update <i>No update submitted.</i> January 2017 Update Pending resolution of Articles of Incorporation issue. Have ID'd a couple of items for future consideration. |
| 5. Review the list of branch documents on file with National to id those that pose problems | Governance | 10/01/16 | October 2016 Update Will be completed by 10/31/16 January 2017 Update Moratorium still in place. |
| 6. Contact those branches whose governance documents are not in compliance and assist them in bringing their documents into compliance. | Governance | 03/31/17 | October 2016 Update <i>No update submitted.</i> January 2017 Update Moratorium still in place. |
| 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 | October 2016 Update <i>No update submitted.</i> January 2017 Update Pending |

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 anticipated completion date.

| Action Items | Responsible Committee | Deadline | Status Updates |
|--|-----------------------|----------|--|
| 1. Develop roles and responsibilities for communication team members for processing requests | Communications | 09/30/16 | October 2016 Update In progress. Will be finalized with website migration. January 2017 Update Helpdesk tool implemented to allow receipt and processing of all requests. Roles and Responsibilities for Communications team members identified and documented. Complete |
| 2. Develop request process | Communications | 09/30/16 | October 2016 Update Complete. Will continue to use webteam email process. January 2017 Update Complete |
| 3. Develop capability to track and respond to requests | Communications | 09/30/16 | October 2016 Update Complete. Tracking form initiated. |

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| | | | January 2017 Update Complete |
| 4. Develop posting guidelines for AAUW - CA website posting | Communication s | 09/30/16 | October 2016 Update Deferred until after website in production. January 2017 Update Submission process established and posted in two areas of the website. Guidelines for social media posting being evaluated. Will review and leverage guidelines from AAUW National. |
| 5. Develop roles and guidelines for posting to social media sites (website, Facebook, Twitter etc) including appropriate content and style guides | Communication s | 04/01/17 | October 2016 Update <i>No update submitted.</i> January 2017 Update Guidelines for social media posting being evaluated. Will review and leverage guidelines from AAUW National. |

VII-B Implement website redesign to resolve unsupported server technology

| Action Items | Responsible Committee | Deadline | Status Updates |
|---|-----------------------|----------------|--|
| 1. Submit proposal for website redesign | Communication s | August 1, 2016 | October 2016 Update Complete. Proposal submitted and approved at July BOD meeting January 2017 Update Complete |
| 2. Survey Branch Leadership and Board members on website. B2B recipient's, Full Board | Communication s | August 1, 2016 | October 2016 Update Complete. Proposal submitted and approved at July BOD meeting. January 2017 Update Complete |
| 3. In conjunction with Web consultant, create and manage project plan | Communication s | 08/15/16 | October 2016 Update Complete. Project initiated. January 2017 Update Complete. Website migrated 10/17. |
| 4. Implement website redesign | Communication s | 09/30/16 | October 2016 Update In progress. Anticipated delivery October 2016. |

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| | | | January 2017 Update Complete. Website migrated 10/17. |
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VII-C Maximize use of Google for Business

| Action Items | Responsible Committee | Deadline | Status Updates |
|---|-----------------------|----------|---|
| 1. Evaluate use of alias model for emails | Communications | 08/01/16 | October 2016 Update Complete. Reviewed all aliases and removed unneeded addresses. January 2017 Update Complete |
| 2. Evaluate use of groups for effective communication across organization | Communications | 08/01/16 | October 2016 Update Complete. Reviewed all groups and resolved issues with newsletter groups. January 2017 Update Complete |
| 3. Evaluate use of related tools such as hangouts, and drive | Communications | 04/01/17 | October 2016 Update <i>No update submitted.</i> January 2017 Update Communications team and Board using Google docs and other tools such as join.me and skype. Complete |
| 4. Investigate Google grants for free advertising on their site. | D & M | 04/01/17 | October 2016 Update No progress to date. January 2017 Update Thanks to Sandi Gabe for investigating further with Google to ascertain that we MUST be a 501.3 to use their free advertising program. Completed 12/16. |

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 | Status Updates |
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|---|--------------------|----------|---|
| 1. Survey IBCs, branches and board leadership to determine communication needs | Communication s | 01/31/17 | October 2016 Update <i>No update submitted.</i> January 2017 Update Survey created. 1. Website survey completed in August 2. California Perspective survey designed and will be included in Winter California Perspective and sent out electronically in January. 3. Survey about B2B utilization anticipated in January. |
| 2. Create an action plan in response to survey results | Communication s | 02/28/17 | October 2016 Update <i>No update submitted.</i> January 2017 Update 1. Website survey results used in website redesign. 2. CA Perspective survey results will be evaluated and reported at April board meeting. 3. B2B Survey results will be evaluated and reported at April board meeting. |
| 3. Develop mechanism to solicit contributions to Board to Board | Communication s | 10/01/16 | October 2016 Update Complete. Initiated reminder system to encourage submissions. January 2017 Update Complete |
| 4. Create list of publication dates for use by communications team | Communication s | 09/01/16 | October 2016 Update Complete. Posted to website calendar. January 2017 Update Complete |
| 5. Identify editing team participants and develop a procedure for document review | Communication s | 08/15/16 | October 2016 Update Complete. January 2017 Update Complete |

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| 6. Develop process to solicit content to keep website fresh. | Communication s | 03/31/17 | October 2016 Update <i>No update submitted.</i> January 2017 Update Published an article in December B2B to solicit additional team members to work with Committee chairs to keep website material fresh. Current Communications Committee members assigned to act as liaisons to state committees with the goals of 1) understanding committee communication needs and review and incorporate them in the website and 2) encourage periodic website updates to keep information on website current. |
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VII-E Develop a records retention and document access policy (broader than the website) and apply to website

| Action Items | Responsible Committee | Deadline | Status Updates |
|---|-----------------------|----------|--|
| 1. Categorize types of information displayed on website | Communication s | 10/01/16 | October 2016 Update Complete. Only sensitive documents will require password protection. January 2017 Update Complete |
| 2. Recommend security process for website | Communication s | 10/01/16 | October 2016 Update In progress. Will be communicated to Board at October meeting January 2017 Update Complete. Reviewed with BOD in October Meeting. |
| 3. Incorporate access process in website redesign | Communication s | 10/01/16 | October 2016 Update Complete. Only sensitive documents will require password protection. January 2017 Update Complete |

VII-F Inform branch and state leadership of available communications tools

| Action Items | Responsible Committee | Deadline | Status Updates |
|--|-----------------------|----------|---|
| 1. Develop reference guide to state and national communications tools and include in fall admin packet | Communications | 08/20/16 | October 2016 Update Complete. Included in packet January 2017 Update Complete |
| 2. Develop educational materials about available communications mechanisms and how to make the most of them. | Communications | 12/31/16 | October 2016 Update <i>No update submitted.</i> January 2017 Update "Tech Corner" containing information on common communication tools including pros, cons and costs developed and posted on website. |